



# Development Services Department

## Plat Application

**Check one:**  Final Plat (\$250)  Amending Plat (\$250)  Minor Plat (\$250)  
 Commercial Replat (\$250)  Residential Replat (\$300)

\*Plats are subject to additional recording fees - [currently \$71.00 per page]

**Is this plat in the ETJ?**  Yes  No

### Property Owners Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Agent or Engineer Information

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Site Information

Street Address: \_\_\_\_\_

Existing Legal Description (please include a metes and bounds description if not subdivided): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Proposed Legal Description (please include a metes and bounds description if not subdivided): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Proposed number of lots to be (re)platted: \_\_\_\_\_

Existing zoning designation: \_\_\_\_\_

**Minimum Submittal Checklist**

- Letter to the Planning and Zoning Commission explaining what is being requested and the reason(s)
- Application fee paid
- Tax Certificate showing all taxes paid
- Title report within 30 days of submission
- Two (2) paper copies of Plat for review and comments
- One (1) digital copy of Plat for review and comments
- Any other pertinent information/documentation that the applicant feels would substantiate the request  
After final approval, (5) paper copies and (2) mylar will is required for recording purposes.

**Signature**

I hereby certify that the information on this form is **COMPLETE, TRUE, and CORRECT** and the under signed is authorized to make this application concerning the above described property. I understand that submitting this application does not constitute approval and incomplete applications will result in delays and possible denial. I further request that the Planning & Zoning Commission/Board of Adjustment/Plan Review Committee review this matter and take appropriate action.

X \_\_\_\_\_  
Signature of Applicant Date

X \_\_\_\_\_  
Signature of Owner Date

**FOR OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL FEE: \_\_\_\_\_