

**FINAL
PLAT
APPLICATION**



For additional information,
please contact the
Planning and Engineering Services
817/447-5400, extension 236

FINAL PLAT APPLICATION

(Please Print or Type)

A preliminary plat must be completed and approved prior to final plat approval for all property that has not been previously platted. The Development Assistance Committee (DAC) will review each final plat application at no charge prior to payment of any fees by the applicant. The Committee will return comments to the applicant within ten (10) working days after the review. After all required DAC revisions are submitted, twenty-five (25) copies of the final plat with all information required in Ordinance B-622 must be received by the City of Burleson Community Development Department no later than 5:00 P.M. on the Wednesday prior to the Tuesday Planning and Zoning Commission meeting date. *Only complete submittals which include the original tax certificate(s), a completed signed and notarized application, payment of application fee, as well as the 25 plat copies.*

Questions regarding the site plan submittal and application process should be directed to:

Planning & Engineering Services, City of Burleson, 141 W. Renfro, Burleson, TX 76028-4296
(817) 447-5400, extension 236; FAX: (817) 426-0971; e-mail: kgeorge@burlesontx.com

The undersigned is requesting consideration of the submitted final plat for the following:

Subdivision's General Location: _____

Subdivision's Name: _____

Lot(s): _____ Block(s): _____

Phase(s): _____ County(ies): _____

Present Zoning on Property: _____ Zoning Change Requested? Yes No

Total Number of Acres: _____ Total Number of Lots: _____

This is to certify that the information contained in this application concerning the proposed subdivision is true and correct and that the undersigned is the actual owner or authorized agent of the above described property.

*Applicant's Signature: _____ Owner? Yes No

Printed Name: _____ Date: _____

*Agent Authorization Form required if applicant is other than owner.

State of Texas {

County of {

Sworn and subscribed before me the undersigned notary public this the ____ day of _____, 200__.

(Seal)

Notary Public, State of Texas

Commission Expires: _____

Fee Paid: \$ _____

Date: _____

FOR CITY USE

Received By: _____

Tax Certifications Received: _____ Corrected Plat Received: _____

FINAL PLAT SUBMISSION CHECKLIST

Items listed in this checklist must be included on the final plat provided by the applicant to city staff. Twenty-five (25) complete copies must be submitted for review and comment by the Development Assistance Committee (DAC) no later than the Friday two weeks prior to the next scheduled Tuesday meeting. Final plats should be drawn at a scale no less than one inch equals 100 feet on a sheet no larger than 24" x 36" folded to 8" x 11" size. If the application is being made by someone other than the owner of the property, an Agent Authorization Form (copy included), signed by the owner and notarized, giving the applicant permission to make the application, is required.

The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and other development related ordinances of the City of Burleson. Specific requirements and procedures for final plat approval are specified in Ordinance B-464, Sections 9 and 10.

Completeness of submittal information determines the official filing date.

Basic Information

- _____ Date, scale, key scale, north arrow, vicinity map.
- _____ Detailed boundary description of proposed site (bearings and distances).
- _____ Owner's name and address, name and address of engineer and surveyor.
- _____ Acreage of proposed site.
- _____ Location and size or width of all public R.O.W. and/or easements within, bounding or intersecting the site including floodplain/floodway areas.
- _____ Names of streets within and adjacent to or intersecting with site.

Design Details

- _____ Dimension and location of all lots, streets, alleys, easements, blocks, lots, parks, etc.
- _____ Location of existing and proposed utility easements.
- _____ Detail curve information.
- _____ Building lines, exterior and interior.

Identification

- _____ Subdivision name.
- _____ Block and lot numbers. Show total number of lots within subdivision.
- _____ City, county, state.
- _____ "Final Plat" title block. Dedication signed by owner(s) or authorized agent and notarized.
- _____ Space provided for City Council approval.
- _____ Names of adjacent subdivisions and/or tracts for a distance of 200'.
- _____ Location of city limit lines and/or the outer border of the city's extraterritorial jurisdiction.

Surveying

- _____ Boundary survey of plat (bearings and distances).
- _____ Reference to original survey or previous subdivision.
- _____ Licensed surveyor's signature and seal.

Construction Plans and Specifications (3 sets for City Engineer's Review)

- _____ Drainage, Water, Sewer and Paving in conjunction with Community Facilities Contract.

Additional Requirements (after DAC review comments have been addressed)

- _____ Original tax certificates showing all taxes on subject property have been paid to date.
- _____ Application fee.
- _____ Eight (8) complete copies of final plat with revisions as required by the DAC.

**SUBMITTAL INFORMATION FOR
FINAL PLAT APPLICATION**
(Please Print or Type)

Applicants' Name: _____ **Date:** _____
Applicant's Address: _____
Applicant's Phone: _____ **Fax:** _____
Applicant's E-Mail Address: _____

Contact Information:

Developer: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____ E-Mail: _____	Agent: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____ E-Mail: _____
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Surveyor: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____ E-Mail: _____	Engineer: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____ E-Mail: _____
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AGENT AUTHORIZATION FORM

DATE: _____
 This letter shall serve as authorization for _____ to file this application for a final plat on the property described herein.

Owner: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____ E-Mail: _____ Recorded in Volume _____ Page _____ _____ County Deed Records. _____ (Owner's Signature)	Owner: _____ Address: _____ City/State/Zip: _____ Phone/Fax: _____ E-Mail: _____ Recorded in Volume _____ Page _____ _____ County Deed Records. _____ (Owner's Signature)
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State of Texas { County of Johnson { Sworn and subscribed before me the undersigned notary public this the _____ day of _____, 20____. <p align="center">_____ Notary Public, State of _____ Commission Expires: _____</p> <p align="center">(Seal)</p>	State of Texas { County of Johnson { Sworn and subscribed before me the undersigned notary public this the _____ day of _____, 20____. <p align="center">_____ Notary Public, State of _____ Commission Expires: _____</p> <p align="center">(Seal)</p>
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