

**PRELIMINARY
PLAT
APPLICATION**



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

PRELIMINARY 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 platted previously. The application and twenty-five (25) copies of the preliminary plat should be submitted for review by the Development Assistance Committee (DAC). The DAC will review each preliminary plat application 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 revisions are submitted, **twenty-five (25) copies of the preliminary plat** plus one 8½ x 11 reduced copy with all information required in Ordinance B-622 must be received by the City of Burleson Planning & Engineering Services Department no later than 5:00 P.M. on the Wednesday prior to the Planning and Zoning Commission meeting on which agenda the applicant wishes to be placed. *Only complete submittals (including tax certifications, a completed signed and notarized application, and payment of application fee as well as the plat which contains all the necessary information as required by Ordinance B-622) will be considered by the Planning and Zoning Commission.*

Questions regarding the preliminary plat submittal and application process should be directed to:

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

The undersigned is requesting consideration of the submitted preliminary 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 or 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 or 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 _____, 20____.

(Seal)

Notary Public, State of Texas

Commission Expires: _____

Fee Paid: \$ _____ Date: _____

Received By: _____

Tax Certifications Received: _____ Corrected Plat Received: _____

FOR CITY USE

Fee Paid: \$ _____ Date: _____

Received By: _____

**SUBMITTAL INFORMATION FOR
PRELIMINARY 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____. _____ Notary Public, State of _____ Commission Expires: _____ (Seal)	State of Texas { County of Johnson { Sworn and subscribed before me the undersigned notary public this the _____ day of _____, 20____. _____ Notary Public, State of _____ Commission Expires: _____ (Seal)
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PRELIMINARY PLAT SUBMISSION CHECKLIST

Items listed in this checklist must be included on the preliminary plat provided by the applicant to city staff. Twenty-five (25) complete copies must be submitted for review and comment to the Development Assistance Committee (DAC) no later than the Friday two weeks prior to the next scheduled Tuesday DAC meeting. Preliminary plats should be drawn at a scale no less than one inch equals 100 feet (unless otherwise approved by the Community Development Department) 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, signed by the owner and notarized, giving the applicant permission to make the application is required. This form is included on the Submittal Information for Preliminary Plat Application.

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 preliminary plat approval are specified in Ordinance B-622, Section 12. 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.
- _____ Zoning of subject tract and abutting tracts.
- _____ Existing topography at 5' intervals (2' intervals if slope is less than 2%).
- _____ Names of streets within and adjacent to or intersecting with site.

Design Details

- _____ Dimension and location of all lots, streets, alleys, easements, blocks, lots, building lines, parks, etc.
- _____ Existing natural and artificial physical features (ditches, creeks, woods, bridges, culverts, fences, buildings [if significant] etc.).
- _____ Location of existing and proposed utility easements.
- _____ Location of existing and proposed fire hydrants on and off site.

Identification

- _____ Subdivision name.
- _____ Block and lot numbers. Show total number of lots within subdivision.
- _____ City, county, state.
- _____ "Preliminary Plat" title block.
- _____ 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.

Preliminary Plan/Layouts (3 sets for City Engineer's Review)

- _____ Preliminary Drainage Plan/Layout.
- _____ Preliminary Water Line Plan/Layout.
- _____ Preliminary Sanitary Sewer Plan/Layout.

Additional Requirements (after DAC review comments have been sent to applicant)

- _____ 8 copies of preliminary plat with changes as noted in DAC review comments.

Additional Requirements (after DAC review comments have been addressed and preliminary plat is ready to go forward to Planning & Zoning Commission)

- _____ Tax certificates showing all taxes on subject property have been paid to date.
- _____ Application fee.
- _____ 25 copies of preliminary plat on a sheet no larger than 24"X36" folded to 8" X 11" size