

# PRELIMINARY PLAT APPLICATION CITY OF BURLESON, TEXAS

(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 Development Assistance Committee will review each preliminary plat application at no charge prior to payment of any fees by the applicant. The Committee will return comments to the applicant within five (5) working days after the review. Twenty-five (25) copies of the preliminary plat with all information required in Ordinance B-464 must be received by the City of Burleson Community Development 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-464) will be considered by the Planning and Zoning Commission.* Questions regarding the site plan submittal and application process should be directed to:

Community Development Manager  
141 W. Renfro, Burleson, Texas, 76028-4296  
(817) 447-5400, extension 236  
(817) 447-3928 (fax)

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? Y/N \_\_\_\_\_ Case File 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? Y/N \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* Agent Authorization Form required if applicant is other than owner (see facing page).

State of Texas {  
County of {

Sworn and subscribed before me the undersigned notary public this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_

## FOR CITY USE

Tax Certifications Received: \_\_\_\_\_ Corrected Plat Received: \_\_\_\_\_

# SUBMITTAL INFORMATION FOR PRELIMINARY PLAT APPLICATION

(Please Print or Type)

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Applicant's Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

## Contact Information:

Developer: \_\_\_\_\_

Agent: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Architect/  
Surveyor: \_\_\_\_\_

Engineer: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

## AGENT AUTHORIZATION FORM

DATE: \_\_\_\_\_

This letter shall serve as authorization for \_\_\_\_\_  
to submit this Preliminary Plat Application on the property described herein.

Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_  
\_\_\_\_\_ County Deed Records

Recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_  
\_\_\_\_\_ County Deed Records

Owner's Signature

Owner's Signature

State of Texas                    {  
County of                         {  
Sworn and subscribed before me the undersigned notary  
public this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

State of Texas                    {  
County of                         {  
Sworn and subscribed before me the undersigned notary  
public this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

(Seal)                   Notary Public, State of \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

(Seal)                   Notary Public, State of \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

# PRELIMINARY PLAT CHECKLIST

Items listed in this checklist must be included on the preliminary plat provided by the applicant to city staff. Fourteen complete copies must be submitted for review and comment to the Development Assistance Committee (DAC) no later than the Wednesday prior to the next scheduled Monday 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 (see inside front cover).

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 Burlison. Specific requirements and procedures for preliminary plat approval are specified in Ordinance B-464, Section 7 and 8. 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 addressed)

- \_\_\_\_\_ Tax certificates showing all taxes on subject property have been paid to date.
- \_\_\_\_\_ Application fee.