



**CITY OF HASLET
PRELIMINARY PLAT APPLICATION**

101 Main Street-Haslet, TX 76052
(817) 439-5931 – Fax (817) 439-1606

Date: _____

Has the applicant reviewed the most current copy of the City of Haslet Subdivision and Zoning ordinances? _____

Please note that all applications must be accompanied by all supporting documentation and fees before acceptance as a submittal.

Proposed Subdivision Name _____

Section No. _____ Lot and Block No. _____

Number of Lots/Tracts _____ Number of Acres _____

Existing Land Use _____

Proposed Land Use _____

ENGINEER/SURVEYOR INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

DEVELOPER INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

PROPERTY OWNER INFORMATION
(for multiple owners – please submit information on each owner)

Name _____

Address _____

Telephone No. _____ Fax No. _____

If the property owner(s) is (are) represented by an authorized agent, please complete the following:

Agent's Name _____ Agent's Title _____

Agent's Address _____

Agent's Telephone No. _____ Fax No. _____

OWNER CERTIFICATION

This is to certify that _____
(when owner(s) is/are an individual(s))

The undersigned is/are the sole owner(s) of the property described above on the date of this application.

Owner Signature

Owner Signature

This is to certify that _____
(Owner(s) or Corporation name)

Acting by and through the undersigned, its duly authorized agent is/are the sole owner(s) of the property described above on the date of this application.

Agent Signature

*Variances-Please note that any request for variances with the preliminary plat requires a submission of a variance application form(s), supporting documentation and fees.

Preliminary Plat Application Checklist

Omission of any of the following items from this preliminary plat submission may be cause for rejection of this application.

- ___ Completed preliminary plat application.
- ___ Two (2) complete 24" X 36", fully dimensioned copies of the Preliminary Plat at a scale of 1 inch:100 feet. If the development area will not fit on a single sheet a scale of 1 inch:200 feet may be used provided clarity is not lost.
- ___ Two (2) complete 24" X 36", fully dimensioned copies of any required Site Plans at a scale of 1 inch:100 feet (if applicable).
- ___ Two (2) copies of a preliminary drainage plan delineating: on- and off-site drainage, the 100-year floodplain (as applicable) and a preliminary topography map extending a minimum of 200 ft. beyond the plat boundaries.
- ___ Two (2) copies of a preliminary water and sanitary sewer plan.
- ___ A Traffic Impact Analysis if the proposed development will generate more than 2,000 vehicle trips per day, or as otherwise determined by the City Engineer.
- ___ The legal description to include the metes and bounds of the proposed development.
- ___ Electronic versions (on disk or thumbdrive) of all application materials.
- ___ Payment of all required fees.

For Office Use Only

Date when the application was received _____.

Was the application complete? _____. If no, was applicant informed that the application would not be accepted? _____.

List items missing and whether applicant will resubmit _____

_____ Date when the application was accepted as complete.

___ Did applicant meet with Staff prior to submittal of application?

___ Will a Zoning change be required.

___ Is/Are Variance(s) requested?

___ Copy to City Secretary

___ Copy to Planning and Zoning Secretary

___ Copy to City Engineer

___ Received comments from City Engineer _____ Comments to Applicant

___ Copy to Director of Public Works

___ Notification letters sent to property owners when appropriate

___ Legal notice published in paper when appropriate

___ Planning and Zoning Meeting ___ Approved ___ Denied

___ City Council Meeting ___ Approved ___ Denied