



Subdivision Application

Submission of an application does not indicate acceptance by the City of Woodcreek

Type of Request (check all that apply):

☐ Preliminary Plat
☐ Replat
☐ Minor Plat

☐ Final Plat
☐ Amending Plat

Project Name/Description: _____

Site Location Information

Legal Description _____

County Appraisal District Parcel ID # (all properties) _____

Address: _____ Number of Lots: _____ Acreage: _____

General Location of Property (if no address): _____

Subdivision Name: _____ Block: _____ Lot: _____

School District: _____

Emergency Services District (s): _____

Zoning Information

Current Zoning: _____

Existing Land Use: _____

Property Owner Information

Owner Name: _____

Owner Address: _____
(Street) (City) (State) (Zip)

Phone #: _____ Email: _____

Applicant Information - ☐ Check box if same as property owner

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Engineer Information (if applicable)

Name: _____
(Company) (Contact Person)

Address: _____
(Street) (City) (State) (Zip)

Phone #: _____ Email: _____

Surveyor Information (if applicable)

Name: _____
(Company) (Contact Person)

Address: _____
(Street) (City) (State) (Zip)

Phone #: _____ Email: _____

Authorized Agent Information (if applicable, if not please put N/A in blanks)

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone #: _____ Email: _____

I certify that I am the record owner of the property described above and this application is being submitted with my consent AND I have authorized _____, named above to act as my agent in this application for the property described above AND that I have reviewed the application, and all information submitted here in is true and correct.

Signature Owner: _____ Date: _____

Printed Name: _____

Office Use Only

Received Date: _____ Date Application Deemed Complete: _____

Reviewed By: _____

APPLICATION CHECKLIST

A COMPLETED APPLICATION PACKAGE MUST INCLUDE:

- ☐ 1. COMPLETED APPLICATION (SIGNED BY OWNER AND IF DESIGNATING AN AGENT, PLEASE FILL OUT NAME INFORMATION OR PUT "NONE" CERTIFICATION SIGNATURE BLOCK)
- ☐ 2. PLAT DOCUMENTS THAT ARE NOTED THE APPLICATION
- ☐ 3. PROOF OF OWNERSHIP OF THE PROPERTY (SUCH AS A COPY OF THE DEED OR TITLE).
- ☐ 4. DOCUMENTS REQUIRED BY WOODCREEK CODE OF ORDINANCES, TITLE XV, CHAPTER 155 SUBDIVISIONS ANY ADDITIONAL EXHIBITS APPLICANT MAY WISH TO PRESENT.
- ☐ 5. APPLICATION FEES PAYABLE TO THE CITY OF WOODCREEK (PLEASE COORDINATE WITH CITY STAFF TO DETERMINE FEES PRIOR TO SUBMITTAL)

Note:

1. Submit Original Current Tax Certificate(s) at the time the Final Plat is submitted for recording indicating that all taxes have been paid up to the current year. Tax receipts are not acceptable.
2. Final plat filing fees payable to the County are to be paid at the time the Final Plat is submitted for recording, please coordinate with City Staff to determine this amount.