



Replats & Consolidation Plats (Major) Application

Applicant(s) Information

Name of Applicant(s): _____
Address: _____
Phone: _____
Email: _____
Subject: _____

Property Owner Information

(Submit information on each person for multiple owners)

Name of Applicant(s): _____
Address: _____
Phone: _____
Email: _____

Property Legal Description

Subdivision Name/Survey & Tract Numbers: _____
Lot Number(s): _____ Block Number(s): _____
Number of Lot(s)/Tract(s): _____ Number of Acre(s): _____

Owner(s) Certification

This is to certify that _____, the undersigned
is/are the sole owner(s) of the property described upon this application.

Applicant/Owner Signature

Date

Please note that all applications must be accompanied by all supporting documentation and fees before acceptance. **Application fees are non-refundable in the event of denied application**

In review of all applications, the staff shall utilize the *Plat Submittal Requirements* listed below as applicable:

- ☐ Sufficient number of paper copies and electronic copy of all items submitted;
- ☐ A Preliminary Utility Plan showing existing/proposed utilities;
- ☐ A TIA, if the development meets the threshold requirements set out in Sec. 5.03.04, Traffic Impact Analysis (TIA). If a TIA is required, the applicant shall meet with the Village Engineer and a TXDOT Representative (if applicable) in advance of the submittal to define the TIA parameters. An incomplete or deficient TIA shall constitute grounds to find a plat to be incomplete, or to deny the plat.
- ☐ A drainage report, as set out in Sec. 5.02.06, Drainage and Utilities.
- ☐ A Soil Suitability Report (Geotechnical Report), as set out in Sec. 5.02.06, Drainage and Utilities, Subsection G., Soil Suitability Report.
- ☐ A current Tax Certificate, application form, and application fee.
- ☐ Construction plans may be submitted at the option of the applicant.
- ☐ A Certification of Approval of the plat by the Village Administrator, as shown in subsection (c).

I HEREBY ATTEST THAT, TO THE BEST OF MY KNOWLEDGE, MY REQUEST MEETS ALL APPLICABLE REQUIREMENTS AS STATED ABOVE.

Applicant/Owner Signature

Date

OFFICE USE ONLY

Application Fee: _____

Received Date: _____

Administrative Completeness: ☐ Complete ☐ Incomplete Date: _____

If incomplete, list the items to be completed: _____

Reviewed by: _____

TIMELINE CHECKLIST

Pre-Application Meeting: _____

Copies to Village Administrator/Building Official/Village Engineer: _____

Comments and recommendations from staff: _____

Comments to applicant: _____

Resubmission received (if applicable): _____

Resubmission redistributed (if applicable): _____

Notification letters to property owners: _____ Number of Letters: _____

Legal Notice in newspaper: _____ Newspaper: _____

Planning and Zoning Meeting: _____

Item: ☐ Approved ☐ Disapproved ☐ Approved with conditions:

City Council Meeting: _____

Item: ☐ Approved ☐ Disapproved ☐ Approved with conditions:
