



CITY OF CROWLEY PLAT APPLICATION

Application Requirements: Official tax certificates (one for each parcel) and applicable fees must be included with the plat application. Applications for a final plat or replat requiring any public improvements must include approved construction/engineering plans. Incomplete applications will not be accepted. The applicant is required to submit sufficient information that describes and justifies the proposal. See the attached checklist for minimum requirements.

Select the applicable plat type below:

	Preliminary Plat		Minor Plat
	Final Plat		Amending Plat
	Replat		Vacating Plat

Property Information

Project Name _____

Project Address _____

Survey / Abstract,
Tract(s) _____

Addition, Block, Lots _____

Project Description _____

Gross Acreage _____ Zoning _____

of Lots Proposed _____

Applicant & Owner Information

Applicant _____ Company _____

Applicant Address _____

Telephone No _____ Email _____

Ownership Status (check one) ☐ Property owner ☐ Authorized Representative ☐ Other (specify below)

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If applicant is not the property owner:

Owner _____

Owner Address _____

Telephone No _____ Email _____



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Developer _____
Address _____
Telephone No _____ Email _____

Engineer _____ Company _____
Address _____
Telephone No _____ Email _____

Surveyor _____ Company _____
Address _____
Telephone No _____ Email _____

Land Planner _____ Company _____
Address _____
Telephone No _____ Email _____

Point of contact: This person will be the primary point of contact for all matters concerning this plat application. **You must provide a primary point of contact.**

Name _____ Company _____

If applicant is not the point of contact:

Address _____ Telephone No _____
City, State, Zip _____ Email _____

SIGNATURE OF APPLICANT

A notarized letter of authorization from the property owner is required if the applicant is not the owner.

SIGNATURE _____ DATE _____

PRINTED NAME _____



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City of Crowley Development Review Staff

STAFF	DEPARTMENT	PHONE	EMAIL
Rachel Roberts	Planning & Development Director	817-297-2201 ext 3030	rroberts@ci.crowley.tx.us
Claude Scally	Fire Marshal	817-297-2201 ext 5220	cscally@ci.crowley.tx.us
Mike Rocamontes	Public Works Director	817-297-2201 ext 3290	mrocamontes@ci.crowley.tx.us
Matt Elgin	Assistant Public Works Director	817-297-2201 ext. 3240	melgin@ci.crowley.tx.us

This page is for the applicant's reference. Do not submit this page with your application.



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PLAT SUBMITTAL REQUIREMENTS

- Submitted applications must include all required project and contact information. **Applications without all required project and contact information will be considered incomplete.**
- ***A tax certificate*** (one for each parcel included with the plat) issued by the county tax assessor collector's office must be submitted with the application, with the certificate(s) indicating that no delinquent taxes are owed and that taxes for the current year have been paid. Please note that tax certificates expire on October 1 each year. After September 1st, a certificate showing that the taxes for that year are paid, but that the taxes for the upcoming year have yet to be calculated, is required by Tarrant County.
- **Four (4) full-size blue or black line copies** of the plat drawing, **folded to 8.5" x 11"**, must be submitted with the application to the Community Development Department for staff review no later than 4:00 PM on the application deadline on the Planning & Development schedule.
- **Digital copy of the submittal.**
- **Applications must also include:**
 - For final plats: 1) approved construction/civil plans and any required studies *or* 2) a letter of approval from the Public Works Department stating that civil plans for this project are not required.
 - For preliminary plats: preliminary plan set and any required studies.
 - For replats: any required plans or studies and, if applicable, approved construction/civil plans.
- **Application fee and filing fees** as specified in the City of Crowley Code of Ordinances, Appendix A Schedule of Rates, Fees and Charges must accompany the application. The application is incomplete without applicable fees, and incomplete applications will not be considered by the Planning & Zoning Commission. Fees are not refundable to the applicant regardless of the action taken on the plat by the P&Z Commission. Contact the Community Development office for exact fees for each submitted project.

Please note that final plats and preliminary plats have a required engineering review fee. Some replats also are assessed an engineering review fee.

- Completed application packets must be submitted to the Community Development Department, City of Crowley, 201 E Main Street, Crowley, Texas 76036.
- **Ten (10) copies of the plat with any requested corrections must be submitted prior to the scheduled Planning & Zoning Commission Meeting for agenda packets in accordance with the Planning & Zoning Commission deadline schedule.**

The Community Development Department staff will provide a copy of the proposed plat to the City Engineer, Director of Public Works, and Fire Marshal for review and comment. Their comments will be summarized and sent to the applicant.

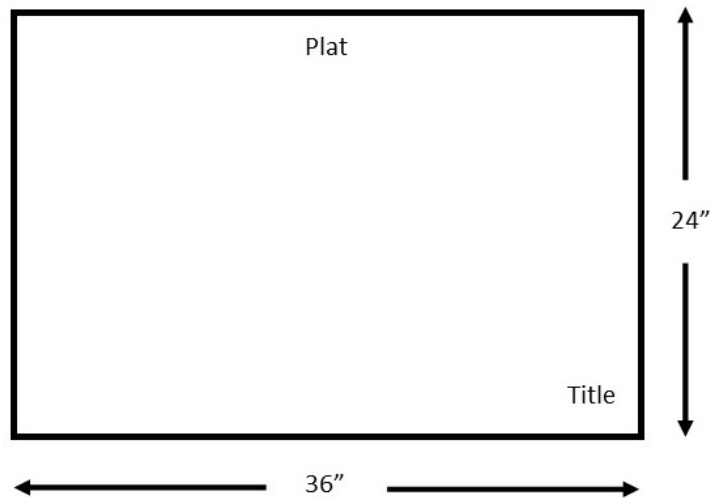


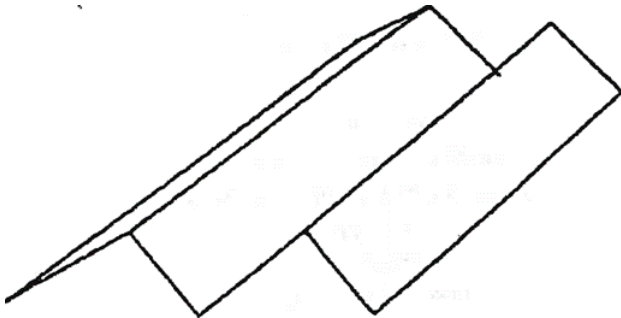
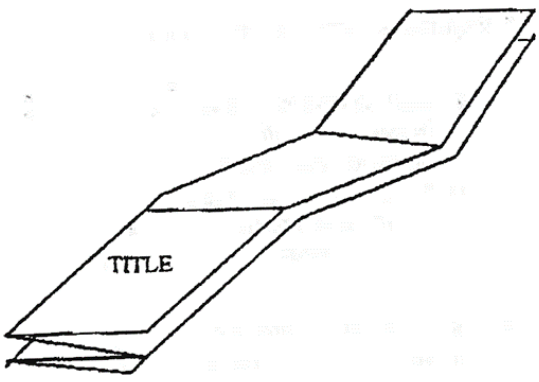
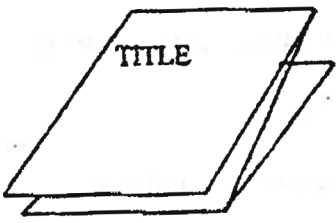
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Failure to provide information, drawings, or attachments in the form required by city code shall be deemed an incomplete application. Failure to provide a complete application and plat drawing and plans meeting all city requirements may result in the application expiring prior to Planning & Zoning Commission and/or City Council consideration. If the application expires, a new application must be submitted and application fee(s) paid before the plat will be considered for approval.

Approval of a preliminary plat or of a final plat with variances by the Planning & Zoning Commission does not constitute official acceptance of the proposed subdivision by the City.

PLAT FOLDING INSTRUCTIONS



	With the Plat face up, fold the plat in half along its "Y" axis (drawing inside) With the drawing on the inside, fold the edges back to meet the folded middle.
 TITLE	Fold the quartered plat into thirds along the "X" axis in accordion fashion, keeping the plat title-side up.
 TITLE	The finished fold is about 9"X 8"