

Planning & Development  
Phone (972) 223-1690 Ext. 452

City of Glenn Heights  
**Preliminary Plat Application**  
<https://www.glennheightstx.gov/>

City of Glenn Heights  
1938 S. Hampton Road,  
Glenn Heights, TX 75154

**Applicant Information**

Key Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

*Contact Status:*      Owner      Prospective Buyer      Tenant      Representative

Owners Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

*Ownership Status:*      Individual      Trust      Partnership

Applicant Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

*Property Owner Must Sign the application or submit a notarized letter of authorization.*

**Request Information**

Proposed Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Subdivision\*: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Existing Zoning/Land Use: \_\_\_\_\_ Requested Zoning/Land Use: \_\_\_\_\_

Requested Specific Use Permit: \_\_\_\_\_ Requested Planned Development District: \_\_\_\_\_

*\*A metes and bounds description must be attached if the request is for a portion of a platted lot or non-platted tract.*

**Notary Statement (All signatures must be notarized)**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that  
he/she executed the same for the purposes and consideration expressed and, in the capacity, therein stated

Given under my hand and seal office

**Seal:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for the State of Texas. My Commission Expires: \_\_\_\_\_

**For Office Use Only**

Application Date:

Fee:

Case No:

Planning and Zoning Hearing:

City Council Hearing:



## **Items for Submittal:**

1. Three (3) 24" X 36" full-size plat copies
2. Two (2) 24" X 36" full-size construction and civil engineering plans
3. PDF of plat
4. PDF of civil/engineering plans
5. Completed Application
6. Completed Authorization (if applicable)
7. Property Deed (if Owner does not match Appraisal District)
8. Tax Certificate(s)
9. Deed Restriction(s) to be filed with Plat
10. Drainage Study and/or Flood Study
11. Executed copies of paving and utility contracts
12. Temporary Use Permit (TUP) application for concrete batching plant (if applicable)



## Fee Schedule

### Preliminary Plat:

|                                          |                        |
|------------------------------------------|------------------------|
| Preliminary Plat Fee (25 acres or less): | \$400.00 + \$20.00/lot |
| Preliminary Plat Fee (50 acres or more): | \$450.00 + \$25.00/lot |

### Final Plat:

|                                    |                        |
|------------------------------------|------------------------|
| Final Plat Fee (25 acres or less): | \$325.00 + \$50.00/lot |
| Final Plat Fee (50 acres or more): | \$500.00 + \$25.00/lot |

### Other Plat Types:

|                                |                         |
|--------------------------------|-------------------------|
| Replat/amending/vacating plat: | \$575.00 + \$35.00/acre |
|--------------------------------|-------------------------|

### Engineering Review:

|                                    |        |
|------------------------------------|--------|
| Engineering Review by third party: | Varies |
|------------------------------------|--------|