



Town of Westlake
1500 Solana Blvd Ste 7200, Westlake, TX 76262
817-430-0941
planning@westlaketx.gov

Plat Application

Date of Pre-Application Meeting (Required): _____

___ Amended Plat: (\$____) ___ Minor Plat (\$____) ___ Conveyance Plat* (\$____)

___ Final Plat (\$____) ___ Replat (\$____) ___ Plat Vacation (\$____)

Final Subdivision Plat		
	<i>All subdivisions</i>	\$5,000.00 + \$100.00 /acre
Replat		
	<i>Non-residential</i>	\$2,000.00 + \$100.00 /acre
	<i>Residential</i>	\$2,000.00 + \$100.00 /lot
Amended Plat		
	<i>Non-residential</i>	\$1,000.00 + \$100.00 /acre
	<i>Residential</i>	\$1,000.00 + \$100.00 /lot
Minor Plat		
	<i>All subdivisions</i>	\$1,000.00 + \$100.00 /lot (up to 4 lots maximum)
Plat Vacation		
	<i>All subdivisions</i>	\$4,000.00 + \$100.00 /acre

*Fees are assessed in the same manner as a Final Plat

Name of Subdivision or Project: _____

Physical Location of Property: (Address and general location - approximate distance to nearest existing street corner) _____

Acreage: _____ Zoning: _____

Owner's Name: _____ Phone Number: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Engineer/Representative's Name: _____
Phone Number: _____
Company Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Email: _____

ALL APPLICATIONS MUST BE COMPLETE AND REVIEWED BY THE DEVELOPMENT REVIEW COMMITTEE (DRC). It is the applicant's responsibility to be familiar with and to comply with all Town submittal requirements (in the Zoning & Subdivision Ordinances and any separate submittal policies, requirements, and/or checklists that may be obtained from Town staff), including the number of plans to be submitted, application fees, etc. Please contact Town staff in advance for submittal requirements. Incomplete submittals will not be accepted.

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings with this application makes such items public record, and the applicant understands that the general public may view these items. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

****PLEASE READ BEFORE SIGNING BELOW:**

By signing this application, you hereby agree, understand, and acknowledge that Town staff is granted access to your property to perform work related to your case.

SIGNATURE: _____
(A letter of authorization is required if the signature is from someone other than the property owner.)

Print or Type Name: _____

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this _____ day of _____, 20____.

[Notary seal] SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

Notary Public in and for the State of Texas: _____

****OPTIONAL (FOR PLAT APPLICATIONS ONLY):** Pursuant to Section 212.009(b-2)(1) of the Texas Local Government Code, I hereby voluntarily request an extension to the plat approval periods outlined in Chapter 212 of the Texas Local Government Code and the Town's Unified Development Code, as amended. By signing below, I hereby agree, acknowledge, and understand that (i) the Town is neither requesting nor requiring this voluntary request for an extension, as, instead, I am doing so voluntarily and on my own free will and accord; and (ii) this voluntary request for an extension is subject to approval by the Town.

I hereby voluntarily request _____ (insert number) extension(s), each 30 days in duration, to the plat approval periods outlined in Chapter 212 of the Texas Local Government Code and the Town's Unified Development Code, as amended.

If there should be more than one property owner, complete a separate sheet with the same wording as below. The Town requires all Original Signatures. If the applicant is other than the property owner, a "Power of Attorney" with original, notarized signatures is required.

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

[Notary seal] SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

SIGNATURE: _____

****Owner/Agent (Circle one)**

Notary Public in and for the State of Texas: _____

Submittal Checklist

Applicant Initials	Required Items	Town Representative Initials
	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification, such as a notarized statement or "Power of Attorney" from a real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g., general warranty deed, special warranty deed, title policy, or document approved by the Town Planner)	
	Plat Drawing	

Plat Applications should be submitted online at [Town of Westlake | Public Portal](#).