



BUILDING DEVELOPMENT SERVICES  
PLANNING & ZONING DIVISION  
3805 ADAM GRUBB, LAKE WORTH, TEXAS 76135  
817-255-7922 OR [SMEASON@LAKEWORTH.TX.ORG](mailto:SMEASON@LAKEWORTH.TX.ORG)

FOR OFFICE USE ONLY  
Case No: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

## APPLICATION FOR DEVELOPMENT APPROVAL

(CHECK ALL THAT APPLY)

\_\_\_\_ ZONING CHANGE      \_\_\_\_ LAND USE      \_\_\_\_ SITE PLAN      \_\_\_\_ SITE PLAN AMENDMENT

PROPERTY ADDRESS \_\_\_\_\_

CURRENT LEGAL DESCRIPTION \_\_\_\_\_

CURRENT ZONING CLASSIFICATION & LAND USE \_\_\_\_\_

PROPOSED ZONING CLASSIFICATION & LAND USE \_\_\_\_\_

TOTAL ACRES \_\_\_\_\_ # OF LOTS \_\_\_\_\_

### APPLICANT/DEVELOPER INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

### PROPERTY OWNER INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

### SURVEYOR/ARCHITECT/ENGINEER INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

I hereby certify that I am the owner of the property described above and further certify that the information provided on this development application is true and correct. I further understand that the public hearing for this project will not be scheduled until the application fee(s) have been paid and the plans have been reviewed and accepted by City staff. *IF APPLICATION IS SIGNED BY SOMEONE OTHER THAN THE OWNER, THEN AN OWNER AUTHORIZATION FORM MUST BE COMPLETED AND TURNED IN WITH APPLICATION.*

*must be original signature*

SIGNATURE OF OWNER, AGENT, OR APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

## GENERAL INFORMATION

Civil construction plan submittals shall meet the following general sheet requirements and order:

1. Cover Sheet with Vicinity Map (Project Name, Address, Legal Description, Type of Plan(s), and Current Date shall be shown on cover)
2. Final Plat
3. Site Layout
4. Dimensional Control Plan
5. Paving Plan and Profile
6. Grading Plan
7. Drainage Area Map
8. Storm Sewer Layout
9. Storm Sewer Plan and Profile
10. Water Layout
11. Water Plan and Profile
12. Sanitary Sewer Layout
13. Sanitary Sewer Plan and Profile
14. Storm Water Pollution Prevention Plan (Erosion Control Plan)
15. Traffic Control Plan
16. Standard Construction Details

Construction plans must be 100% complete at the time of submittal. Any incomplete sets of construction plans shall be returned unreviewed.

## SUBMITTAL CHECKLIST

The following items must be turned in for the subdivision plat application to be accepted and processed by this department:

- \_\_\_ DEVELOPMENT APPLICATION
- \_\_\_ OWNER AUTHORIZATION FORM (IF APPLICABLE)
- \_\_\_ APPLICATION FEE (VERIFY WITH P&Z ADMINISTRATOR)
- \_\_\_ FOUR (4) HARD COPIES OF DEVELOPMENT PLAN, CIVIL CONSTRUCTION PLANS OR SITE PLAN AMENDMENT PLAN (WHICHEVER IS APPLICABLE) (**ACCEPTED SIZE 24" x 36"**)
- \_\_\_ ELECTRONIC VERSION (.pdf) OF THE PLANS EMAILED TO [SMEASON@LAKEWORTHTX.ORG](mailto:SMEASON@LAKEWORTHTX.ORG)

### OFFICE USE ONLY

Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Ownership Verified:

☐ YES ☐ NO

Taxes Paid:

☐ YES ☐ NO

Liens Paid:

☐ YES ☐ NO

Public Hearing Newspaper Notice Deadline Date: \_\_\_\_\_

Public Hearing 200' Notification Deadline Date: \_\_\_\_\_

P&Z Commission Meeting Date: \_\_\_\_\_

City Council Meeting Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Ordinance Number: \_\_\_\_\_

Instrument #: \_\_\_\_\_