



BUILDING DEVELOPMENT SERVICES
PLANNING & ZONING DIVISION
3805 ADAM GRUBB, LAKE WORTH, TEXAS 76135
817-255-7922 OR SMEASON@LAKEWORTHTX.ORG

FOR OFFICE USE ONLY
Case No: _____
Date Submitted: _____

APPLICATION FOR SUBDIVISION PLAT APPROVAL

(CHECK ALL THAT APPLY)
____ PRELIMINARY PLAT ____ FINAL PLAT ____ REPLAT ____ AMENDING/CORRECTION PLAT

PROPOSED SUBDIVISION NAME _____

CURRENT ZONING CLASSIFICATION _____

CURRENT LEGAL DESCRIPTION _____

TOTAL ACRES _____ # OF LOTS _____ PROPOSED USE _____

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.*

SIGNATURE OF OWNER, AGENT, OR APPLICANT _____ DATE _____

GENERAL INFORMATION

A plat is intended to serve as the official recorded map of the property to be developed, showing thereon the boundaries, lots, public streets and easements and other significant public facilities and features which are necessary to serve the development. All plats shall conform to the Lake Worth Subdivision and Development Ordinance and Design Criteria and Construction Standards.

Owner signature: The plat application is required to be signed by the **current property owner**. If the property owner is not available to sign the application, then an owner authorization form (City provided) from the property owner is required to be submitted which empowers a designee to sign for the property owner.

Waiver from Section 212.009: The Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being accepted. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because thirty (30) days is generally not enough time for a plat to be processed by City Staff and forwarded to the Planning and Zoning Commission and City Council for approval, a waiver of action form must be signed. **If the waiver of action form is not signed and submitted, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within thirty (30) days of the application being accepted.** The waiver must be signed by the property owner or by the property owner's designee as noted on the owner authorization form.

Acceptance of plat application: All plat applications will be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure of applicant to provide the required information constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.

SUBMITTAL CHECKLIST

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

- ___ SUBDIVISION PLAT APPLICATION
- ___ OWNER AUTHORIZATION FORM (IF APPLICABLE)
- ___ SIGNED WAIVER OF 30 DAY ACTION FORM
- ___ APPLICATION FEE (VERIFY WITH P&Z ADMINISTRATOR)
- ___ FOUR (4) HARD COPIES OF SUBDIVISION PLAT DOCUMENT (SIZE 24 x 36 FOLDED INTO 8½ x 11)
- ___ ELECTRONIC VERSION (.pdf) OF THE SUBDIVISION PLAT DOCUMENT EMAILED TO SMEASON@LAKEWORTHTX.ORG
- ___ FOUR (4) HARD COPIES OF CIVIL CONSTRUCTION PLANS (IF APPLICABLE)

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: _____

Plat Approval Date: _____

Plat File Date: _____

Instrument #: _____