



PRELIMINARY PLAT APPLICATION

APPLICANT INFORMATION

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ FAX: _____

* IF APPLICANT IS NOT PROPERTY OWNER, AGENT AUTHORIZATION FORM MUST BE COMPLETED*

Developer: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____	Agent: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____
Surveyor: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____	Engineer: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____

PROPERTY INFORMATION

ADDRESS OF LOCATION: _____

SUBDIVISION NAME: _____ LOT: _____ BLOCK: _____

PRESENT ZONING: _____ ZONING CHANGE REQUESTED: YES NO *if Yes* CASE#: _____

TOTAL ACREAGE: _____ TOTAL NUMBER OF LOTS: _____

DEVELOPMENT INFORMATION

PRESENT USE OF PROPERTY: Single Family Duplex Apartments
 Commercial Industrial Other

PROPOSED USE OF PROPERTY: _____

DEVELOPER OF PROPERTY WILL BE: Present Owner Purchaser Unknown

CONTINUED

please be aware that the Town does not enforce deed restrictions

- Are there deed restriction pertaining to the intended use of the property? Yes (if so, attach copy) No
- Does this application comply with the Town's master plan? Yes No
- Is any portion of this plat / subdivision subject to floodplain / floodway? Yes No
- Do all lots have access to public streets? Yes No
- Do all lots meet minimum standards? Yes No
- Do street sizes and dimensions meet standards? Yes No

ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission hearing thereon. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the Town. I further acknowledge that attesting to inaccurate or false information on this zoning application can result in conviction of a misdemeanor and fine not to exceed \$2,000.

I understand that in the event the undersigned is not present or represented at the public hearing the Planning and Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing, and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the Town Council.

I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request filed with the City Secretary, and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and the Town Council. I understand that the filing fee is not refundable upon withdrawal of the proposal.

Signature(s):

Owner: _____ Date: _____

Applicant: _____ Date: _____

TOWN OFFICE USE ONLY

INITIAL SUBMISSION:	PRIOR TO P&Z AGENDA
<p>_____ Completed Application _____ Fee (amount: \$____; receipt#: _____) _____ Six(6) 24"x 36" copies of preliminary plan _____ Six(6) 24"x 36" copies of drainage plan _____ Six(6) 24"x 36" copies of water plan _____ Six(6) 24"x 36" copies of sewer plan</p> <p>Accepted By: _____ Date: _____</p>	<p>_____ Utility Approval plan _____ Twenty (20) 24"x 36" copies of preliminary plat _____ Tax Certificate</p> <p>Submitted to Agenda by: _____ Date: _____</p>

PRELIMINARY PLAT PROCEDURES

1. At least thirty (30) days prior to the next Planning & Zoning Commission (P&Z) meeting, the applicant must make an initial submittal including the required submittals below. Staff will review the preliminary plat and return one copy to the applicant for utilities approval.
2. A Development Review Committee (DRC) meeting should be scheduled within seven (7) days of initial submittal. Within that time, the Town Staff and Town Engineer will review the plat and list any recommended changes to be made. The applicant should return the approved utilities copy to staff during this time period.
3. Any changes required by the Town will be explained and approved at the DRC meeting.
4. Fifteen (15) 24"x36" paper copies of the corrected preliminary plat, one digital copy and any outstanding paperwork must be submitted no less than twenty (20) days prior to the next P&Z meeting.
5. The applicant will be responsible for presenting the preliminary plat at the P&Z meeting. The commission will then review the information and make recommendation to the Town Council.
6. The Town Council will review the plat and any recommendation from the P&Z Commission at their next scheduled meeting. Upon approval, the applicant may make application for final plat.

MEETING DATES

DRC: _____ P&Z: _____ Council: _____

These dates are contingent on deadlines being met by applicant

REQUIRED SUBMITTALS

Initial submittals:

- ____ Completed Application Form
- ____ Fee
- ____ Six (6) copies of Preliminary Plat
- ____ Six (6) copies of each: Drainage Plan, Water Plan, Sanitary Sewer Plan

Prior to P&Z meeting submittals:

- ____ Utility Approval Plat
- ____ Fifteen (15) paper copies of Preliminary Plat
- ____ Electronic Copy of Preliminary Plat (.pdf or .tif)
- ____ Tax Certificate

PRELIMINARY PLAT CHECKLIST

Plat must be formatted as follows:

* Size - 24"x 36" * Scale is to be 1" = 100'

Plat must include the following information:

<u>BASIC INFORMATION:</u>	<u>On Plat</u>	<u>Incomplete</u>
• Subdivision Name	_____	_____
• Town	_____	_____
• County	_____	_____
• State	_____	_____
• Name & Address of Record Owner	_____	_____
<u>IDENTIFICATION:</u>		
• Names of adjacent subdivisions	_____	_____
• Names of streets (new & old)	_____	_____
• Lot & Block numbers	_____	_____
<u>SURVEYING:</u>		
• Boundary Survey of Plat	_____	_____
• Reference to original survey or previous subdivision	_____	_____
• Location, names, widths of adjacent &/or existing streets, alleys, rights of ways, & easements	_____	_____
• Reference & location of all surrounding subdivisions, tracts, etc.	_____	_____
• Field notes, & metes & bounds description	_____	_____
<u>DEDICATION:</u>		
• Signed by owners & notarized	_____	_____
<u>CERTIFICATION:</u>		
• Plat represents survey by licensed Engineer or Surveyor	_____	_____
<u>DRAFTING:</u>		
• Date	_____	_____
• Scale & north arrow	_____	_____
• Small scale location map	_____	_____

This checklist is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and other development related ordinances of the Town of Pantego. Specific requirements and procedures for final plat approval are specified in Pantego Municipal Code Titles 10 and 14.