

APPLICANT INFORMATION

Property Owner: _____ Owner Signature: _____
 (print name legibly or type)

Owner Address: _____ City: _____ State _____ Zip: _____

Owner Email: _____ Telephone: _____

Primary Contact: _____ Engineer/Surveyor Firm: _____
 Engineer Surveyor Owner

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

REQUIRED

PROPERTY INFORMATION

Development Name: _____ Address/Site Location: _____

Survey Name: _____ Abstract Number: _____

Existing Zoning: _____ Total Acreage: _____ Total Lots (including HOA) / HOA Lots: _____ / _____

Purpose for Platting: _____

Is this an existing subdivision or part of a subdivision being replatted? Yes No If yes, provide the following:

Subdivision Name: _____ Date Filed or Instrument No. : _____

Number of lots within original subdivision: _____ Volume: _____ Page: _____

REQUIRED

- ❖ Plat applications are deemed complete when all applicable City Departments and utility companies have reviewed the Plat and all requirements are fulfilled.
- ❖ Applicant and/or assigned representative shall be the principal person for responding to all requests and attending all meetings.
- ❖ Applicant and/or assigned representative is responsible for filing plat with Dallas County and paying county fees.
- ❖ Applicant is responsible for returning filed and recorded copies, including mylar, within 10 business days after approval, for final CO permit.

OFFICE USE ONLY

This application received by:

Case File ID:

Record Date:

Print Name & Title

Date

SUBMITTAL CHECKLIST

- Completed Application including signatures

- Copies of plats: Three (3) copies, 24" X 36" (folded) black line prints; one (1) PDF on disk **or** one (1) PDF on thumb drive

- Filing Fee:
 - \$500 + \$10/lot – **Single Family Residential** (includes HOA lots)
 - \$500 + \$35/acre – **Multi-Family Residential & Non-Residential**
 - \$500 + the additional per lot or per acre multiplier – **Mixed Use**
 - Total \$** _____

*** Filing fee check made payable to: **City of Farmers Branch** ***

- Copy of Vesting Deed

- Boundary closure statement

- Completed Plat Checklist (Not Submittal Checklist)

Owner Acknowledgements

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
- I hereby designate _____ (print name of project representative) to act in the capacity as my agent for filing, processing, representation, and/or presentation of this plat application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this Plat application is true and correct. By signing below, I agree that the City of Farmers Branch (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is authorized and permitted to reproduce any copyrighted information filed in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owners Signature _____ Date: _____

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, a Notary Public, on this day personally appeared _____, the above signed, who under oath, stated the following: "I hereby certify that I am the owner or authorized corporate representative for the purpose of this application; that all information submitted is true and accurate."

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 20____.

My Commission Expires: _____

Notary Public in and for the State of Texas