



City of Willow Park
Planning & Development Department
516 Ranch House Road
Willow Park, Texas 76087
Phone: (817) 441-7108
willowpark.org

PLAT APPLICATION

SUBMITTAL DATE: _____

TYPE OF PLAT:

- | | |
|-------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Minor Replat |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Vacating Plat |

PROPERTY INFORMATION:

Project Name: _____
Legal Description: **Lot:** _____ **Block:** _____
Name of Subdivision(s): _____ **Phase:** _____
Project Address/Location: _____
Existing Number of Lots: _____ **Proposed Number of Lots:** _____ **Gross Acreage:** _____
Current Zoning: _____ **# of Street Intersections:** _____

PURPOSE for Platting, Replatting, Amending, or Vacating: _____

1. APPLICANT:

Name(s): _____

Business Name (if applicable): _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Phone Number: _____ Email Address: _____

***Signature of Applicant (Required): _____

2. PROPERTY OWNER OF RECORD:

Name(s): _____

Business Name (if applicable): _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Phone Number: _____ Email Address: _____

***Signature of Owner of Record (Required): _____

3. SURVEYOR:

Name(s): _____

Business Name (if applicable): _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Phone Number: _____ Email Address: _____

4. ENGINEER:

Name(s): _____

Business Name (if applicable): _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Phone Number: _____ Email Address: _____

PRINCIPAL CONTACT: **Owner:** _____ **Applicant:** _____ **Surveyor:** _____ **Engineer:** _____

- Staff comment letters and mark-ups will be distributed only to the designated principal contact person
- Comments will be sent via email unless otherwise specified
- Contact person will be Collaborator status on MyGov (see City website for sign-up instructions)

UTILITY PROVIDERS: *(For City informational purposes only; Contact of utilities is the responsibility of the Applicant)*

Electric Provider: _____

Water Provider: _____

Wastewater Provider: _____

Gas Provider (if applicable): _____

APPLICATION FEES

(as per "Development Services Fee" schedule)

_____ **Preliminary Plat:** \$300.00 + \$15 PER LOT

_____ **Final, Replat, Minor, Amended, Abandoned Plat:** \$300.00 + \$25 PER LOT

Additional fees (if applicable): Any reasonable fees and/or costs, which are required by the City of Willow Park for a proper review of this request, are the sole responsibility of the Applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

Submittal Instructions:

- Email completed and executed **Plat Application, Plat Drawing**, and any/all supporting documentation necessary per **City of Willow Park Plat Submittal Checklist** (may be found on website) to the Planning & Development Department at permits@willowpark.org.
- You may pay the **Application Fee**, via check or credit card*: 1) in person/courier or US Mail to City of Willow Park, 516 Ranch House Rd, Willow Park, TX 76087; or, 2) by phone via credit card* at 817-441-7108 x103.
*(*credit card convenience fees apply)*