



GARLAND

TEXAS MADE HERE

Plat Application

Department of Planning & Community Development

800 Main Street 2nd Floor

Ph: (972) 205-2445

Fax: (972)-205-2474

CONTACT INFORMATION

Property Owner: _____ Contact: _____

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

Email: _____ Telephone: _____ Fax: _____

Applicant/Agent: _____ Contact: _____

Engineer Architect Surveyor Owner

Applicant/Agent Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____ Fax: _____

REQUIRED

PROPERTY INFORMATION

Proposed Subdivision Name: _____

Survey Name: _____ Abstract Number: _____

Property Address: _____

Existing Zoning: _____ Total Acreage: _____ Total Lots/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: _____

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

REQUIRED

Waiver of rights acknowledgement

____ Initial here if applicant or authorized agent waives provisions of TLGC §212.009(b). Initialing allows the application to remain under active review without requiring a formal written request to waive said provisions in the event the applicant cannot address all city review comments prior to 10 days before a scheduled meeting, according to the posted submittal schedule, for Plan Commission. The alternative is the application proceeds to Plan Commission with a staff recommendation of disapproval.

REQUIRED

FOR STAFF USE ONLY

Application Fee _____ Pre-Submittal Number _____

Legal Description of Property _____ File Number _____

Completed Application _____ Date Received _____

Acknowledgments

Plat applications are deemed complete when all applicable City Departments and utility companies have reviewed the Plat and all requirements are fulfilled. Plat Requirements can be found on the Plat Checklist. It is a misdemeanor to give false information to a City employee or an agent of the City, punishable by a maximum fine of \$1,000.00. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Plan Commission and City Council.

Signature of Current Property Owner

Date

BEFORE ME, _____, on this _____ day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

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

My Commission Expires: _____

Notary Public in and for the State of Texas

In all circumstances the above section must be signed by the owner and notarized. If the property is held by an entity (LLC, Corporation, Partnership, Nonprofit etc.), the submittal must include the entity documents showing the entity officers typed and signature pages. If a person other than the owner is submitting this application, the below section must be signed by that person and notarized (that person is the applicant/agent). Effective January 1, 2017 all Notary Stamps must contain the Notary Identification Number.

Signature of Applicant/ Agent

Date

BEFORE ME, _____, on this _____ day personally appeared _____, known to or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person(s) whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

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

My Commission Expires: _____

Notary Public in and for the State of Texas

THIS ACKNOWLEDGEMENT FORM SHALL NOT CONTAIN STRIKE-THROUGH, WHITE OUT, OR OTHER CORRECTIONS. THE FORM MUST CONTAIN ORIGINAL INFORMATION AND SIGNATURES, COPIES WILL NOT BE ACCEPTED.

Select One

Preliminary Plat

An initial plat illustrating the proposed subdivision of land (usually into multiple lots) where municipal facilities have to be extended. Preliminary Plats show the basic lot/street/easement layout. Preliminary Plats are submitted for approval before preparation of the final plat. (single & two-family zoning districts only)

Final Plat

A plat illustrating the proposed subdivision to be approved by Plan Commission. Some circumstances may require approval of a Preliminary Plat.

Plat Vacation

A process wherefore an existing subdivision of lots are removed entirely including the extinguishment or abandonment of utility easements, street right-of-ways and other land interest which voids the original plat as if it had never existed.

Replat

A plat in which an existing subdivision of lots or portion thereof is being further subdivided or combined to create more or fewer lots.

Minor Plat (Administrative)

A plat involving four or fewer lots that have not been previously platted, fronting on an existing street and not requiring the extension of municipal facilities.

Amending Plat (Administrative)

A plat involving the correction of errors in the previous plat or for the reconfiguration or deletion of existing lot lines.

Conveyance Plat

A plat in which land is to be divided into lots or to dedicate road right-of-way or when such subdivision of land is for conveyance (sale or inheritance) purposes only. Subsequent Final Plat Required prior to development.

Each document submitted must be labeled with the subdivision name and Pre-Submittal number.

STAFF APPLICANT SUBMITTAL CHECKLIST

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Application including signatures. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of plats: Three (3) copies, 24" X 36" (folded) black line prints; AND |
| <input type="checkbox"/> | <input type="checkbox"/> | a flash drive provide a vector-based PDF copy of the plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide evidence of current property ownership in the form of a Title Commitment issued by a title insurance company authorized to do business in Texas, or one of the following: a) vesting deed, b) title opinion letter from an attorney licensed to practice in Texas, or c) some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the plat application. If any changes in property ownership or signatories/signature blocks have been made since the Working Plat achieved "Acceptable Status", updated evidence of current ownership and title is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | If Property Ownership is a Limited Liability Company, Incorporation, etc. Entity documentation is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation from the Engineering Department that a Working Plat has been reviewed and acceptable status achieved. |