



# City of Willow Park Development Services

516 Ranch House Road  
Willow Park, Texas 76087

Phone: (817) 441-7108 · Fax: (817) 441-6900

**PLAT APPLICATION**  
**MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED**  
**ALL SIGNATURES MUST BE ORIGINAL**

Type of Plat:     Preliminary     Final     Replat     Amended

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**PROPERTY DESCRIPTION:**

**SUBMITTAL DATE:** \_\_\_\_\_

Address (if assigned): \_\_\_\_\_

Name of Additions: \_\_\_\_\_

Location of Addition: \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Gross Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_ # of New Street Intersections: \_\_\_\_\_

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**PROPERTY OWNER:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**SURVEYOR:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**ENGINEER:**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**PRINCIPAL CONTACT:** \_\_\_\_\_ Owner \_\_\_\_\_ Applicant \_\_\_\_\_ Surveyor \_\_\_\_\_ Engineer

- Staff comment letters and mark-ups will be distributed only to the designated principle contact
- Comments will be sent via email unless otherwise specified

<p><b>UTILITY PROVIDERS</b></p> <p>Electric Provider: _____</p> <p>Water Provider: _____</p> <p>Wastewater Provider: _____</p> <p>Gas Provider (if applicable): _____</p>
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**APPLICATION FEES**

\_\_\_\_\_ \$300.00 PLUS \$10 PER LOT FOR LOTS UP TO 1/2 ACRE IN SIZE **OR**

\_\_\_\_\_ \$300.00 PLUS \$10 PER ACRE OR FRACTION THEREOF FOR LOTS LARGER THAN 1/2 ACRE

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).

<b>City Use Only</b>	
Fees Collected: \$ _____	\$ _____
\$ _____	\$ _____
Receipt Number: _____	

**PLAT REVIEW CHECKLIST:**

**\*\*This checklist must be submitted with the initial plat application\*\***

**I. GENERAL:**

Name of Addition: \_\_\_\_\_

Applicant: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Location of Addition: \_\_\_\_\_

**II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT**

**APPLICANT**

**STAFF**

- |   |       |       |
|---|-------|-------|
| A. Preliminary Plat Application (original signatures)         | _____ | _____ |
| B. Preliminary Plat Drawing (5 paper copies & 1 digital)      | _____ | _____ |
| C. Preliminary Drainage Analysis (5 paper copies & 1 digital) | _____ | _____ |
| D. Concept Construction Plan (5 paper copies & 1 digital)     | _____ | _____ |
| E. Tree Survey  | _____ | _____ |
| F. Location and Dimensions of Existing Structures             | _____ | _____ |
| G. Sectionalizing or Phasing of Plats                         | _____ | _____ |
| H. Zoning Classification of All Properties Shown on the Plat  | _____ | _____ |
| I. Dimensions of all Proposed or Existing Lots                | _____ | _____ |
| J. Location of 100-year Flood Limits Where Applicable         | _____ | _____ |

**III. REQUIRED DOCUMENTS FOR A FINAL PLAT**

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|---|-------|-------|
| A. Final Plat Application (original signatures)             | _____ | _____ |
| B. Final Plat Drawing (5 paper copies & 1 digital copy)     | _____ | _____ |
| C. Drainage Study (5 paper copies & 1 digital)              | _____ | _____ |
| D. Submit 1 mylar copy and 1 paper copy from county filing  | _____ | _____ |
| E. Written Metes and Bounds Description                     | _____ | _____ |
| F. Dimensions of All Proposed or Existing Lots              | _____ | _____ |
| G. Area in acres for each lot                               | _____ | _____ |
| H. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |
| I. Parker County Tax Certificate                            | _____ | _____ |
| J. Plans for all water & sewer lines                        | _____ | _____ |
| K. Plans for fire hydrants                                  | _____ | _____ |
| L. Plans for all proposed streets and sidewalks             | _____ | _____ |

**IV. REQUIRED DOCUMENTS FOR A REPLAT**

- |   |       |       |
|---|-------|-------|
| A. Replat Application (original signatures)                 | _____ | _____ |
| B. Replat Drawing (5 paper copies & 1 digital copy)         | _____ | _____ |
| C. Original Plat for comparison                             | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital)              | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing  | _____ | _____ |
| F. Written Metes and Bounds Description                     | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots              | _____ | _____ |
| H. Area in acres for each lot                               | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |
| J. Parker County Tax Certificate                            | _____ | _____ |

**V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT**

- |   |       |       |
|---|-------|-------|
| A. Amended Plat Application (original signatures)           | _____ | _____ |
| B. Final Plat Drawing (5 paper copies & 1 digital)          | _____ | _____ |
| C. Original Plat for comparison                             | _____ | _____ |
| D. Drainage Study (5 paper copies & 1 digital)              | _____ | _____ |
| E. Submit 1 mylar copy and 1 paper copy from county filing  | _____ | _____ |
| F. Written Metes and Bounds Description                     | _____ | _____ |
| G. Dimensions of All Proposed or Existing Lots              | _____ | _____ |
| H. Area in acres for each lot                               | _____ | _____ |
| I. Any Existing Structures which Encroach and Setback Lines | _____ | _____ |

VI.	REQUIREMENTS ON ALL PLATS	<u>APPLICANT</u>	<u>STAFF</u>
A.	Adjacent Property Lines, Streets, Easements	_____	_____
B.	Names of Owners of Property within 200 feet	_____	_____
C.	Names of Adjoining Subdivisions	_____	_____
D.	Front and Rear Building Setback Lines	_____	_____
E.	Side Setback Lines	_____	_____
F.	City Boundaries Where Applicable	_____	_____
G.	Date the Drawing was Prepared	_____	_____
H.	Location, Width, Purpose of all Existing Easements	_____	_____
I.	Location, Width, Purpose of all Proposed Easements	_____	_____
J.	Consecutively Numbered or Lettered Lots and Blocks	_____	_____
K.	Map Sheet Size of 18"x24" to 24"x36"	_____	_____
L.	North Arrow	_____	_____
M.	Name, Address, Telephone, of Property Owner	_____	_____
N.	Name, Address, Telephone of Developer	_____	_____
O.	Name, Address, Telephone of Surveyor	_____	_____
P.	Seal of Registered Land Surveyor	_____	_____
Q.	Consecutively Numbered Plat Notes and Conditions	_____	_____
R.	City of Willow Park Plat Dedication Language	_____	_____
S.	Location and Dimensions of Public Use Area	_____	_____
T.	Graphic Scale of Not Greater Than 1" = 200'	_____	_____
U.	All Existing and Proposed Street Names	_____	_____
V.	Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan	_____	_____
W.	Subdivision Boundary in Bold Lines	_____	_____
X.	Subdivision Name	_____	_____
Y.	Title Block Identifying Plat Type	_____	_____
Z.	Key Map at 1"=2000'	_____	_____
AA.	Surveyor's Certification of Compliance	_____	_____
BB.	Texas NAD83 State Plane Coordinates (Grid) (at least 2 corners)	_____	_____
CC.	Show relationship of plat to existing "water, sewage, and drainage	_____	_____

VII.	ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS	<u>APPLICANT</u>	<u>STAFF</u>
A.	A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the final plat	_____	_____
B.	A written and notarized statement that all property taxes and assessments have been paid for past years and up to Current date. This statement shall be signed by the owner or owners (original and one copy)	_____	_____
C.	A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property. (if applicable)	_____	_____

**PLEASE NOTE: After staff approval, up to fifteen (15) additional paper copies may be required for review by the Planning & Zoning Commission and City Council.**

**Willow Park  
Plat  
Building Official Review**

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**Applicant Questions:**

Front building setback: \_\_\_\_\_ ft.                      Rear building setback: \_\_\_\_\_ ft.  
Side building setback: \_\_\_\_\_ ft.                      Side building setback: \_\_\_\_\_ ft.

Does the site include any utility/electric/gas/water/sewer easements?                      Yes                      No  
Does the site include any drainage easements?                      Yes                      No  
Does the site include any roadway/through fare easements?                      Yes                      No

**Staff Review:**

Does the plat include all the required designations?                      Yes                      No  
Are the setbacks for the building sufficient?                      Yes                      No  
Are there any easement conflicts?                      Yes                      No  
Do the proposed easements align with neighboring easements?                      Yes                      No  
Are the proposed easements sufficient to provide service?                      Yes                      No  
Does the proposed project pose any planning concerns?                      Yes                      No

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Approved                      Not Approved                      Needs More Information or Corrections

Building Official Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Willow Park  
Plat  
Public Works Review**

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**Applicant Questions:**

Is the project serviced by an existing road?	Yes	No
If yes, which road? _____		
Is the project serviced by an existing water line?	Yes	No
If yes, what size line? _____		
Will the project require the extension of a water line?	Yes	No
Does the project use well water?	No	Drinking      Irrigation
If yes, which aquifer does the well pull from? _____		
Is the project serviced by an existing sewer line?	Yes	No
If yes, what size line? _____		
If no, what type and size is the septic system? _____		

**Staff Review:**

Will servicing this project require additional infrastructure beyond what is identified in the Capital Improvement Plan?

Yes                      No

Any additional concerns: \_\_\_\_\_

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Approved                      Not Approved                      Needs More Information or Corrections

Public Works Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Willow Park  
Plat  
Flood Plain Review**

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**Applicant Questions:**

Is any part of the plat in the 100-year flood plain?	Yes	No
If yes, what is the base flood elevation for the area? _____		
Is the footprint of any built improvement in the 100-year flood plain?	Yes	No
If yes, what is the base flood elevation for the area? _____		
Is the footprint of any habitable structure in the 100-year flood plain?	Yes	No
If yes, what is the base flood elevation for the area? _____		

**Staff Review:**

Base flood elevations confirmed?	Yes	No
Does the proposed project pose any safety concerns?	Yes	No

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Approved

Not Approved

Needs More Information or Corrections

Flood Plain Manager Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_