



**PLAT APPLICATION**

Department of Planning & Development Services, 1400 Main Street, Suite 310, Southlake, TX 76092  
Phone: (817) 748-8621 Fax: (817) 748-8077  
Website: [www.cityofsouthlake.com](http://www.cityofsouthlake.com)

Type of Plat  Preliminary Plat (PP)  Final Plat (FP)  Plat Showing (PS)  Plat Revision (PR)  Amended Plat (AP)

Title of Plat  Total Acres or Sq. Ft.

Total Lots  Current Zoning  If more than one zoning district, list all here

Subdivision Name  Lot(s)  Block(s)

Survey Name(s)  Abstract No.(s)  Tract(s)

Address/Location

Reason for PR or AP

Applicant		Owner (attach additional sheets if necessary)	
Company	<input type="text"/>	Company	<input type="text"/>
Contact	<input type="text"/>	Contact	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Fax	<input type="text"/>	Fax	<input type="text"/>
Email*	<input type="text"/>	Email*	<input type="text"/>

Main Contact for Project  Phone

Email\*  Fax

*\*Email should only be provided if you consent to your email address becoming a part of public record.*

Note: Plat applications submitted for review that do not conform to the underlying zoning will be **rejected**.

Note: Incomplete submittals will be **rejected**.

**Note: Per HB 3167 (86<sup>th</sup> Legislative Session) plats are not considered "filed" and the review clock does not start until the applicable posted submittal deadline as shown on the schedule above**

I hereby certify that this application is in conformance with the requirements of the Subdivision Ordinance No. 483, as amended and other ordinances, maps, and codes of the City of Southlake that pertain to this submittal. I understand that it is my responsibility to have the Applicant, Owner or other authorized agent present at the Planning and Zoning Commission and City Council meetings. Should an authorized person not be at the meeting to represent the application, the item will be disapproved. Plats must conform to the underlying zoning on a subject property before a plat application will be reviewed for acceptance. I understand that all fees must be paid prior to the request being placed on a Planning & Zoning Commission meeting agenda (Subdivision Ordinance No. 483, as amended, Section 3.01.B. Determination of Completeness). For Amended Plat and Single-Lot Plat Showing requests, fees must be paid before the Plat can be filed.

Signature of Applicant, Owner, or Authorized Agent \_\_\_\_\_ Date

Printed Name

**ITEMS REQUIRED WITH SUBMITTAL**

The items listed in the Submittal Guidelines & Requirements must be received **no later than 12:00 PM on the plat submittal deadline** (refer to plat submittal schedule) and are required to qualify as an adequate submittal. Upon determination of its inadequacy, the submittal will not be accepted and will be promptly returned to the applicant. For Plat Submittals, please submit **20** copies of all items, unless otherwise noted. For Plat responses to the Planning & Zoning Commission or the City Council, please submit **10** copies of all items, unless otherwise noted. Blueprints should be 24" by 36" and folded 12" by 9". One 11" by 17" reduction and a digital pdf format file of each plan is required with all submittals.

*Revised  
August 2019*