



Application for: *Check the appropriate box.*

- Preliminary/Final Plat
- Preliminary Plat
- Final Plat or Replat
- Amended Plat
- Vacating Plat
- Right-of-Way Dedication

For Office Use Only

Case No. _____
 Date Submitted _____
 Amount Paid \$ _____
 By _____

The following information to be supplied by the **APPLICANT**:

Name _____ Company _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____ E-mail _____

Signature of Applicant _____ Print Name _____

The following information to be supplied by the **AGENT, ENGINEER, or CONTACT PERSON (if different from applicant)**:

Name _____ Company _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____ E-mail _____

Signature of Agent/Engineer/Contact _____ Print Name _____

The following information to be supplied by the property **OWNER(S)**. Attach additional sheets if necessary.

Name _____ Company _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____ E-mail _____

In lieu of representing this application myself as owner of the subject property, I hereby designate _____ to act in the capacity of my agent for submittal, processing, representation and/or presentation of this request. 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 request.

I hereby certify that I am legally authorized to sign this application on behalf of the owner of the property, and to designate the applicant and the agent to represent the owner in this application.

I understand that it is necessary for me or my authorized agent to be present at both the Planning and Zoning Commission public hearing and at the City Council public hearing if council action is necessary.

Signature of Property Owner/Authorized Representative _____ Print Name _____

Location of Request *(address if applicable)* _____

Area of Request *(acres or sq. ft.)* _____

Proposed Subdivision Name _____

Survey Name _____ Abstract No. _____

Existing Zoning _____ Pending Zoning *(if Applicable)* _____

No. of Lots _____ No. of Dwelling Units _____

Proposed Development or Reason for Request _____
Please provide separate improvement survey if the property has existing improvements

Application Continued on Back



Planning and Community Development Department

825 West Irving Blvd. • Irving, TX 75060 • 972.721.2424 • 972.721.2422 fax • www.cityofirving.org

Application version 7/27/2020



Plat Application (continued)

Case #: _____

Proposed Plat Name: _____

Is this a replat of an existing subdivision, lot or portions of lots? Yes No

If yes, please provide the following:

Subdivision Name _____ Lot _____ Block _____

Date Filed with Dallas County _____

Was this property restricted by either zoning or deed restrictions to single-family or two-family residential use at any time during the preceding five (5) years? Yes No

Please initial **each statement** to acknowledge you have **read and understand** the following statements:

_____ I understand that, while the City of Irving agrees to receive this plat application today, the application is not considered to be filed with the City unless and until all required documents and fees have been submitted, as noted at the bottom of this page.

_____ I understand that Section 212.009 of the Texas Local Government Code requires that the City of Irving shall act upon a plat within thirty (30) days after the date the plat application is filed.

_____ I also understand that the City of Irving Subdivision Rules and Regulations include detailed requirements for the form and content of a plat, including compliance with current zoning, and they include a requirement that engineering plans for civil improvements necessary to serve the subdivision (if any) must be approved by the city engineer before the staff, Irving Planning and Zoning Commission or City Council can approve the plat.

_____ I understand the requirements for a complete application, the requirements of the subdivision ordinance, and the potential process as provided in HB 3167 if the plat does not meet regulations.

_____ I understand that if my plat application is not complete or if revisions do not address deficiencies, City staff will present the plat to the Planning and Zoning Commission with a recommendation of Disapproval.

Signature of Owner or Authorized Representative

Date

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Submittal Documents (Required)

- Departments signatures (CIP, Water, Traffic and Fire)
- Two (2) folded copies of the proposed plat, folded to 9" x 12" or smaller
- DVD or Flash Drive with PDF documents
- Application fee
- Original Signature(s) from current owner(s)
- Signed receipt of "Plat Submission and Process Changes" handout

Planning and Community Development Department