

Please complete all information below. Incomplete applications may not be accepted by the Planning Department.

**Pre-Filing Application**

**Select your application type.**

**30 Day Application**

- Preliminary, Final, or Replat (\$1,000.00 + \$50.00 per acre)
- Residential Replat or Final Plat (involving residentially zoned Platted property) (\$1,000.00 + \$50.00 per acre)
- Amending Plat (\$500.00 + \$50.00 per acre)
- Minor Plat (\$500.00 + \$50.00 per acre)
- Plat Vacation (\$500.00 + \$50.00 per acre)
- Conveyance Plat (\$500.00 + \$50.00 per acre)

- Preliminary, Final, or Replat (\$6,600.00 + \$50.00 per acre)
- Residential Replat or Final Plat (involving residentially zoned Platted property) (\$5,900.00 + \$50.00 per acre)
- Amending Plat (\$4,300.00 + \$50.00 per acre)
- Minor Plat (\$4,700 + \$50.00 per acre)
- Plat Vacation (\$7,000.00 + \$50.00 per acre)
- Conveyance Plat (\$3,900.00 + \$50.00 per acre)

Property Address: \_\_\_\_\_  
(If no address is available then provide a general location.)

Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
(If the property is not subdivided, submit a Metes and Bounds description in Microsoft Word format.)

Survey Name: \_\_\_\_\_ Abstract Number: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Total Lots/HOA Lots: \_\_\_\_\_/\_\_\_\_\_

Pre-Submittal: \_\_\_\_\_

**Property Owner** (name or entity): \_\_\_\_\_ Owner Contact Name : \_\_\_\_\_

Owner Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Office/Cell Phone: \_\_\_\_\_

**Applicant/ Agent** (name or entity): \_\_\_\_\_ Contact name: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Office/Cell Phone: \_\_\_\_\_

OFFICE USE ONLY

Case # \_\_\_\_\_ Receipt # \_\_\_\_\_ Fee Amount: \_\_\_\_\_

**NOTE:** All applications required an Acknowledgement Sheet on page 2 of this application. Otherwise, the planning department may reject this application.



**Application Acknowledgements**

Planning & Community Development  
800 Main Street 2<sup>nd</sup> Floor  
Ph: (972) 205-2445  
[WWW.GARLANDTX.GOV](http://WWW.GARLANDTX.GOV)

**Acknowledgments**

I understand that all required information and plans must be submitted with this application or the application be deemed incomplete as per Section 1.16 of the Garland Development Code

I understand the requirements of the zoning classifications as stated in the Garland Development Code related to this request and will comply with all necessary requirements of the City codes. I am aware that the City Council has the power to zone land as most appropriate in their wisdom, to promote the health, safety, and morals and for the protection and preservation of places of historical or cultural importance, and the general welfare of the community.

The City of Garland will not accept any application for rezoning if property taxes or liens are outstanding or delinquent. Any property taxes or liens owed to the City of Garland must be paid in full prior to being accepted by the Planning Department.

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.

I have read and understand this application and certify that all information and attachments are true and correct. I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the request described. 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, the undersigned authority, on this day personally appeared \_\_\_\_\_,  
(printed owner name)

known to me to be the person whose name is subscribed to the foregoing instrument \_\_\_\_\_ and  
(printed notary name)

acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary: \_\_\_\_\_

Notary Public for and in the State of Texas

My commission expires: \_\_\_\_\_

**In all circumstances, the above section must be signed by the owner and notarized. 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, the undersigned authority, on this day personally appeared \_\_\_\_\_,  
(printed applicant/agent name)

known to me to be the person whose name is subscribed to the foregoing instrument \_\_\_\_\_  
(printed notary name)

and acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Notary: \_\_\_\_\_

Notary Public for and in the State of Texas

My commission expires: \_\_\_\_\_

## PLAT CHECKLIST

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 <b>flash drive</b> 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:<br>a) vesting deed<br>b) title opinion letter from an attorney licensed to practice in Texas<br>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"/> | Documentation from the Engineering Department that a Working Plat has been reviewed and acceptable status achieved.  |

### Plat Types

#### **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 the 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.

\*All materials must be submitted via email due to COVID-19, until further notice.

**FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO  
OUTSIDE PORTION IS THE TITLE BLOCK**

**Folding a 24" x 36" Plat  
WITH TITLE BLOCK OUT**

