

PLAT APPLICATION

PLAT TYPE – CHECK THE APPROPRIATE BOX BELOW

Preliminary Plat
 Final Plat
 Replat
 Amended Plat
 Short Form Plat
 Vacating Plat

PROPERTY INFORMATION

Project Name: _____ Total Lots: _____

Property Address: _____ Total Acres: _____

Legal Description: _____ DCAD/TAD TAX ID: _____

APPLICANT / OWNER INFORMATION

Applicant

Owner (If Different)

Company Name: _____

Company Name: _____

Contact Name: _____

Contact Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Signature: _____

Signature: _____

NOTE: The property owner must sign the application or submit a notarized letter of authorization.

APPLICATION REQUIREMENTS

- **DISCLAIMER:** The Town of Trophy Club only enforces Town ordinances, and approval or denial of an application is based on that authority. Permit approval does not exempt the applicant from Covenants & Restrictions and/or HOA regulations.
- All required information, plans and signatures shall be completed prior to application submittal. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
- Five (5) folded and collated 24" x 36" plat sets shall be submitted with this application in addition to a digital set in pdf format on a thumb drive or emailed to Planning staff.
- All required application fees shall be paid upon submittal of this application.
- This application shall not be considered administratively complete until Town staff determines that the application meets all requirements of applicable Town codes so that it may be reviewed by the Planning & Zoning Commission, has been placed on the agenda for the Commission, and the agenda has been posted as required by law. An incomplete application shall not be considered "filed" with the Town as defined in the subdivision regulations, but shall be returned to the applicant for completion and resubmittal.

STAFF USE ONLY

Date Received: _____

Received by: _____

Fee Paid: _____

Payment Type/Check #: _____

Receipt #: _____

Case #: _____