

# PLANNING APPLICATION

<b>APPLICANT</b>	<b>OWNER</b> (if Different From Applicant)		
Name: _____	Name: _____		
Company: _____	Company: _____		
Address: _____	Address: _____		
City: _____ ST _____ Zip _____	City: _____ ST _____ Zip _____		
Phone: _____	Phone: _____		
FAX: _____	FAX: _____		
E-mail: _____	E-mail: _____		
APPLICANT STATUS (CHECK ONE)	Owner <input type="checkbox"/>	Representative <input type="checkbox"/>	Prospective Buyer <input type="checkbox"/>

## ACTION REQUESTED (CHECK ONE)

Please complete a new application for each action you are requesting

<input type="checkbox"/> Annexation	<input type="checkbox"/> Preliminary-Final Plat (Including Replat*)	<input type="checkbox"/> Other (describe below)
<input type="checkbox"/> Specific Use Permit	<input type="checkbox"/> Record Plat	
<input type="checkbox"/> Street or Alley Abandonment	<input type="checkbox"/> Minor Plat (Including Replat*)	
<input type="checkbox"/> Subdividing How many plats?	<input type="checkbox"/> Amending Plat	
<input type="checkbox"/> Zoning Change		

\*If the action requested above is a replat, is it a RESIDENTIAL REPLAT?  Y or  N  
Must be checked by the applicant if applicable – Requires special notification and public hearing as prescribed by state law.

## PROPERTY INFORMATION

STREET ADDRESS OR LOCATION OF PROPERTY (use directional (N, S, E or W) information when possible)  
\_\_\_\_\_  
PRESENT ZONING: \_\_\_\_\_  
REQUESTED ZONING (If requesting zoning change): \_\_\_\_\_  
Attach letter of intent indicating applicant's requested use of the property.  
Are there deed restrictions pertaining to intended use of property?  Y or  N  
If yes, attach a copy of any covenants or restrictions governing this property.

TYPE OF STRUCTURES ON PROPERTY:  
New building to be constructed  Existing building to be used

## LEGAL DESCRIPTION

Survey: \_\_\_\_\_ Abstract: \_\_\_\_\_ Addition Name\*: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Total Number of Acres: \_\_\_\_\_  
**\*ATTACH METES AND BOUNDS DESCRIPTION FOR UNPLATTED PROPERTY AND ALL ZONING CASES.**

I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY AND THAT TO THE BEST OF MY KNOWLEDGE THIS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ACTION: I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE CORRECTNESS OF THE LEGAL DESCRIPTION GIVEN.

\_\_\_\_\_  
APPLICANT SIGNATURE  
  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER SIGNATURE  
  
\_\_\_\_\_  
DATE



## *PROPERTY SUBDIVISION*

The term “subdivision” refers to the division of a tract of land into one or more parcels for the purposes of sale, transfer, or development. The legal land subdivision process is implemented by a county, city, or as may be the case of land located in the Extra Territorial Jurisdiction (ETJ) of a city, both the city and county. Platting is a geographical description that aids in recording and deed description and does not necessarily involve subdivision.



## *PLATTING*

Platting is required if the owner of a tract of land located within the City of Weston or in its extraterritorial jurisdiction (ETJ):

1. divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to a municipality
2. lays out suburban, building, or other lots
3. lays out streets, alleys, squares, parks, or other parts of the tract with the intention of dedicating to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts

For platting purposes, a division of a tract includes a division regardless of whether it is made by:

1. using a metes and bounds description in a deed of conveyance or in a contract for a deed
2. using a contract of sale or other executory contract to convey
3. by using any other method.

A division of land under this rule does not include a division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated.



# *PLAT SUBMITTAL REQUIREMENTS*

1. Completed Planning Submittal Application
2. Approval letter from Collin County Development Services
3. Tax Certificates from the County and the School District
4. Planning submittal fees as listed on the City of Weston's Fee Schedule
5. One digital and one (1) 24x36" engineered paper copy drawing for review, folded into an 8½x11"
6. Upon approval of items 1-5, submit one digital copy via email/CD/USB Drive and two final 24x36" paper drawings, folded into an 8½x11". Final drawings must include Health Department Certification, as well as Surveyor, Owner, and Purchaser notarized signatures, prior to being submitted to the City. See the Plat Checklist for required inclusions.
7. Once item 6 is completed by the City, the plat must be submitted to Collin County for filing with the County Clerk. One filed/stamped copy must be returned to the City for retention, the other copy will be retained by the County. Additional copies may be filed and stamped with the county for homeowner retention if desired. The subdivision is not considered complete until the City's copy has been received.

**ALL PAYMENTS SHOULD BE IN THE FORM OF A CHECK MADE PAYABLE TO THE CITY OF WESTON. THE CITY OF WESTON CURRENTLY DOES NOT ACCEPT CREDIT CARDS.**



# *PLAT CHECKLIST*

*(FINAL/REPLAT/AMENDING/MINOR)*

24" x 36", with a scale of 100 feet to the inch, professionally engineered paper drawing containing the following:

<p><u>Top Left</u></p> <ol style="list-style-type: none"> <li>1. Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines</li> </ol>	<p><u>Top Center</u></p> <ol style="list-style-type: none"> <li>1. Notes</li> <li>2. Legend if abbreviations or symbols are used</li> <li>3. City Acceptance w/Mayor signature/date and City Secretary Attest/Date</li> <li>4. Health Department Certification</li> </ol>	<p><u>Top Right</u></p> <ol style="list-style-type: none"> <li>1. Owner's Certificate             <ol style="list-style-type: none"> <li>a. Legal description with total acreage</li> <li>b. Metes and Bounds</li> <li>c. Notary Block(s)</li> </ol> </li> <li>2. Surveyor's certificate, signed and sealed, with notary block</li> </ol>
<p><u>Bottom Left</u></p> <ol style="list-style-type: none"> <li>1. Vicinity Map (not to scale)</li> </ol>	<p><u>Bottom Center</u></p> <ol style="list-style-type: none"> <li>1. North arrow and scale</li> <li>2. Name, address, phone numbers             <ol style="list-style-type: none"> <li>a. Property owner</li> <li>b. Applicant</li> <li>c. Surveyor</li> </ol> </li> </ol>	<p><u>Bottom Right</u></p> <ol style="list-style-type: none"> <li>1. Title block             <ol style="list-style-type: none"> <li>a. Plat Type</li> <li>b. Subdivision name</li> <li>c. Block and lot numbers</li> <li>d. Survey name</li> <li>e. Preparation date</li> <li>f. City, County and Stat</li> </ol> </li> </ol>

**Included in diagram**

1. Water source
2. Sanitary treatment location
3. Lot use
  - a. Existing improvements (if not shown on map, note via comment)
4. Property boundary with dimensions and bearings
5. Lots & blocks reflecting lot & block numbers
6. Locate the property with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part
7. Building Lines (for residential uses only)
8. Existing and proposed location of streets and alleys, Right-of-Way (w/size), and street names
9. Right-of-Way dedications or reservations



# *PLAT CHECKLIST*

*(FINAL/REPLAT/AMENDING/MINOR)*

10. Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
11. Filing information for all existing easements and Rights-of-Way
12. Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
13. Locations, material, and size of all monuments found and set
14. Outline of all property offered for dedication for public use
15. Subdivision name of platted properties or owner name of unplatted property, with recording information, of adjacent properties within 200 feet of the property to be platted
16. Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A floodplain reclamation study will be required with the final plat if necessary
17. Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream
18. Additional documents necessary for dedication or conveyance of easements or rights-of-way



# COLLIN COUNTY DEVELOPMENT SERVICES

## APPLICATION FOR SUBDIVISION OR DEVELOPMENT REVIEW WITHIN CITY LIMITS/ETJ

*Please complete the following information in full. Incomplete applications will be returned for corrections.*

CITY OR ETJ OF: \_\_\_\_\_

SUBDIVISION/DEVELOPMENT NAME: \_\_\_\_\_

SUBDIVISION/DEVELOPMENT LOCATION: \_\_\_\_\_

TOTAL # OF LOTS: \_\_\_\_\_ APPROX. LOT SIZE: \_\_\_\_\_

TOTAL OF # OF WATER WELLS IN SUBDIVISION/DEVELOPMENT: \_\_\_\_\_

TYPE OF ON-SITE SEWAGE FACILITIES TO BE INSTALLED: \_\_\_\_\_

DEVELOPMENT COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

SITE EVALUATOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**NOTE:** The following is a checklist of documents that must accompany this application for Subdivision/ Development Review. ALL items must be submitted with application. **Incomplete packets will be returned.**

- An overall site plan
- A topographical map
- A 100 year floodplain map or survey or certification statement
- Site Evaluation by registered Sanitarian or Professional Engineer (If <10 lots, 100% of lots must be evaluated and if > or = to 10 lots, 25% of lots must be evaluated)
- Water well locations
- A complete report detailing the types of on-site sewage facilities to be considered and their compatibility with area wide drainage and ground water
- Comprehensive drainage and 100-year floodplain impact plan
- Electronic Copy of the entire Plat
- A check made payable to Collin County for \$150.00

A response to the submitted planning materials will be provided within a period not to exceed 45 days from receipt of a completed application and all required documents.