



Completeness Check

The applicant will provide all required documents and fees with the signed application and applicable checklist for a completeness check ten days prior to the submittal cut-off date. This will allow staff to review the documents for completeness and to provide feedback about any additional information or documents required. Application deemed to be incomplete at the time of the submittal deadline will not be filed.

Submittal

Upon determination of application completeness, the application will be considered filed with the development department. The application submittal deadline will be considered as the application filing date and as the first day of review of the application.

Review

Staff will review the plat for compliance with the subdivision ordinance and other city requirements and provide comments within two weeks of submittal. The applicant may need to make changes and revisions to the plat or supporting materials.

Preliminary Plat Requirements

- ❑ No notice required
- ❑ Does not have to be heard at P & Z meeting unless variances are requested
- ❑ Can be approved by the City Manager/Community Development Director if four lots fronting an existing street; and no infrastructure is being extended (streets, utilities)
- ❑ Three paper copies 24" x 36" will be required for filing
- ❑ One electronic copy (flash drive preferred) or email cs@cogtx.org
- ❑ Plat checklist
- ❑ Signed, completed application
- ❑ Application fee
 - ▶ \$650 for a Preliminary plat Letter of Intent
- ❑ plat Letter of Intent

Filing for Recordation

Following approval, the plat will be signed by the City Manager/Community Development Director, and city secretary/zoning secretary and filed for record with Cooke County. The following are required and must be provided to the Development department in order to be filed: Three 24" x 36" paper copies of the plat, notarized with all signatures (except those required from the city: P & Z Chairman and Zoning Secretary), seals, stamps, or other validations and certificate of work, as applicable, and in accordance with state law and local requirements; folded to 8.5" x 11" with the title block facing outwards; and an original certified and sealed tax statement showing \$0 amount due. ***Preliminary plats are not filed for recordation*

**Universal Development
Application**



Community Development
104 W. Hird Street
Gainesville, Texas 76240
(940) 668-4799 | cs@cogtx.org

APPLICATION TYPE

Please check the appropriate box below to indicate the type of application you are requesting.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Annexation Petition | <input type="checkbox"/> Planned Development | <input checked="" type="checkbox"/> Site Plan | <input checked="" type="checkbox"/> Plat Vacation |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Sign Variance | |
| <input type="checkbox"/> Special Use Permit (SUP) | <input type="checkbox"/> Zoning Variance (BOA) | <input type="checkbox"/> Zoning Change | |

* See appropriate checklist and fee schedule for minimum requirements for each application.

PROJECT INFORMATION

Project Name:			
Project Address (Location):		Parcel(s) Tax ID#:	
Existing Zoning:	Proposed Zoning:	Lots:	Gross Acres:
Subdivision/Survey:		Lotfract:	Abstract/Block:
Existing Use:		Proposed Use:	
Description of Proposed Use:			

APPLICANT INFORMATION

Contact Information - Owner	Contact Information - Agent/Representative
Name:	Name:
Company:	Company:
Address:	Address:
Phone:	Phone:
Email:	Email:

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

I certify that I am the legal owner of the above referenced property, or his/her authorized agent, and that to the best of my knowledge this is a true description of the property upon which I have requested the above checked action. I understand that I am fully responsible for the accuracy of the legal description given.

Signature: _____ Date: _____