



### **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.

### **Final Plat (with variance) Requirements**

- ❖ Notice is required
- ❖ Must go to P & Z meeting and then City Council meeting
- ❖ 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](mailto:cs@cogtx.org)
- ❖ Plat checklist
- ❖ Signed, completed application
- ❖ Application fee
  - \$1312 for a Final plat with variance
- ❖ 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 record*

**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.

- Annexation Petition       Planned Development       Site Plan       Plat Vacation  
 Final Plat       Preliminary Plat       Sign Variance  
 Special Use Permit (SUP)       Zoning Variance (BOA)       Zoning Change

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

**PROJECT INFORMATION**

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

**APPLICANT INFORMATION**

<b>Contact Information – Owner</b>	<b>Contact Information – Agent/Representative</b>
<b>Name:</b>	<b>Name:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Email:</b>

**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: \_\_\_\_\_