



**CITY OF CROWLEY**  
Plat Application  
Community Development Department

Case # \_\_\_\_\_  
(to be assigned by City Staff)

**Application Requirements:** The applicant is required to submit sufficient information that describes and justifies the proposal. See the appropriate check list and fee schedule for minimum requirements. **Official tax certificates (one for each parcel) and applicable fees must be included with the plat application.** Incomplete applications will not be processed.

**Select the applicable plat type below:**

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Final Plat    |
| <input type="checkbox"/> Amending Plat    | <input type="checkbox"/> Replat     | <input type="checkbox"/> Vacating Plat |

**Property Information**

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Survey/ Abstract, Tract(s): \_\_\_\_\_  
Addition, Block, Lots: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Gross Acreage: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Number of Lots Proposed: \_\_\_\_\_

**Applicant & Owner Information**

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Application Status (check one)**      ☐ **Owner**      ☐ **Representative**      ☐ **Tenant**      ☐ **Prospective Buyer**

*(If applicant is not property owner, please provide property owner information below)*

Property Owner: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Information required for the approval of Developer's Agreement**

Developer (Legal name of the company entering into the agreement): \_\_\_\_\_  
\_\_\_\_\_  
Name and title of the authorized representative who will sign the agreement: \_\_\_\_\_  
Company's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Developer: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Land Planner: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

## Point of Contact (if applicant is not the point of contact)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 ZIP Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

## Acknowledgement

NOTE: Substantive changes to the application and/or supporting documents will not be accepted between the Planning & Zoning Commission consideration and City Council consideration.

**\*If the applicant is not the property owner, the property owner must sign the application or submit a notarized letter of authorization.**

SIGNATURE OF APPLICANT (SIGN AND PRINT OR TYPE YOUR NAME)	
PRINTED NAME: _____	
SIGNATURE: _____	DATE: _____
SIGNATURE OF PROPERTY OWNER IF NOT APPLICANT:	
PRINTED NAME: _____	
SIGNATURE _____	DATE: _____
(Letter of authorization required if signature is other than property owner)	
**The property owner must sign the application or submit a notarized letter of authorization.	

<b>For Office Use Only</b> MyGov Project # _____ Date Submitted: _____ Total Fee: \$ _____ Date of Payment: _____ Accepted By: _____
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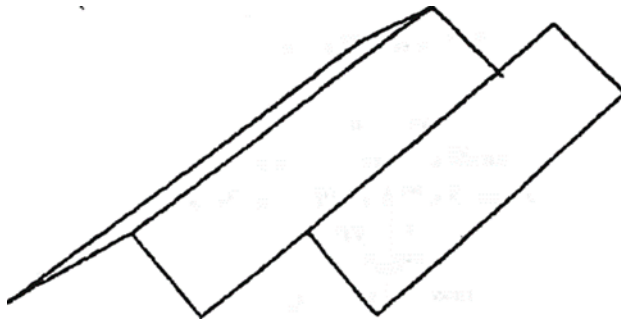
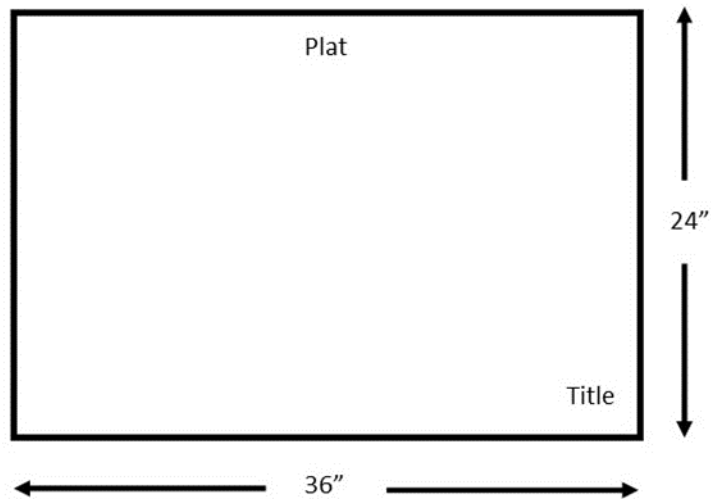
### Plat Submittal Requirements

- Submitted applications must include all required project and contact information.
- A tax certificate (one for each parcel included with the plat) issued by the county tax assessor collector's office must be submitted with the application, with the certificate(s) indicating that no delinquent taxes are owed and that taxes for the current year have been paid. After September 1st, a certificate showing that the taxes for that year are paid, but that the taxes for the upcoming year have yet to be calculated, is required by Tarrant County.
- Five (5) full-size hard copies of the plat drawing, folded to 8.5" x 11", must be submitted with the application to the Community Development Department for staff review no later than 4:00 PM on the application deadline on the Planning & Development schedule.
- Application fee and filing fees as specified in the City of Crowley Code of Ordinances, Appendix A Schedule of Rates, Fees and Charges must accompany the application. The application is incomplete without applicable fees, and incomplete applications will not be considered by the Planning & Zoning Commission. Fees are not refundable to the applicant regardless of the action taken on the plat by the P&Z Commission. Contact the Community Development office for exact fees for each submitted project.
- **Applicant must schedule an appointment with Rachel Roberts or Tejali Mangle on the Plat application day and must deliver the application packet on the scheduled time only.**
- Completed application packets must be submitted to the Community Development Department, City of Crowley, 201 E Main Street, Crowley, Texas 76036.
- Eight (8) copies of the plat with any requested corrections must be provided for the Planning & Zoning Commission agenda packets by the deadline specified on the Planning & Zoning deadline schedule.

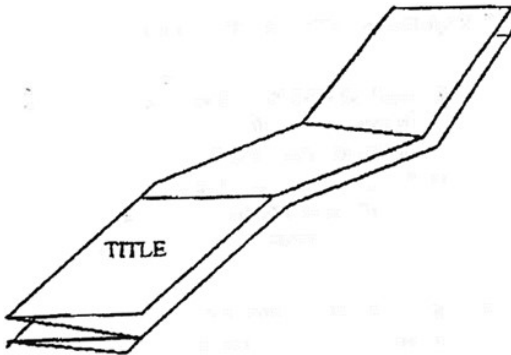
The Community Development Department staff will provide a copy of the proposed plat to the City Engineer, Chief Building Official, Director of Public Works, and Fire Marshal for review and comment. Their comments will be summarized and sent to the applicant for the applicant to address.

**Failure to provide information, drawings, or attachments in the form required by this application may result in an application being deemed incomplete. Failure to provide a complete application may result in the application expiring prior to Planning & Zoning Commission and/or City Council consideration. If the application expires, a new application must be submitted and application fee(s) paid before the plat will be considered for approval.**

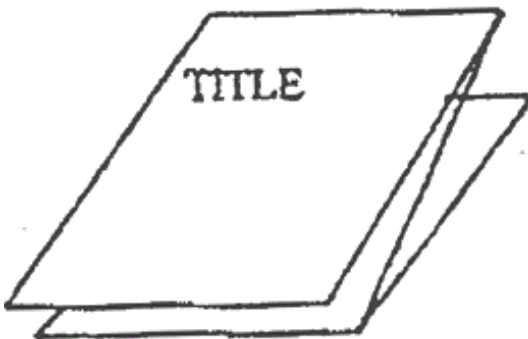
Approval of a preliminary plat or of a final plat with variances by the Planning & Zoning Commission does not constitute official acceptance of the proposed subdivision by the City.



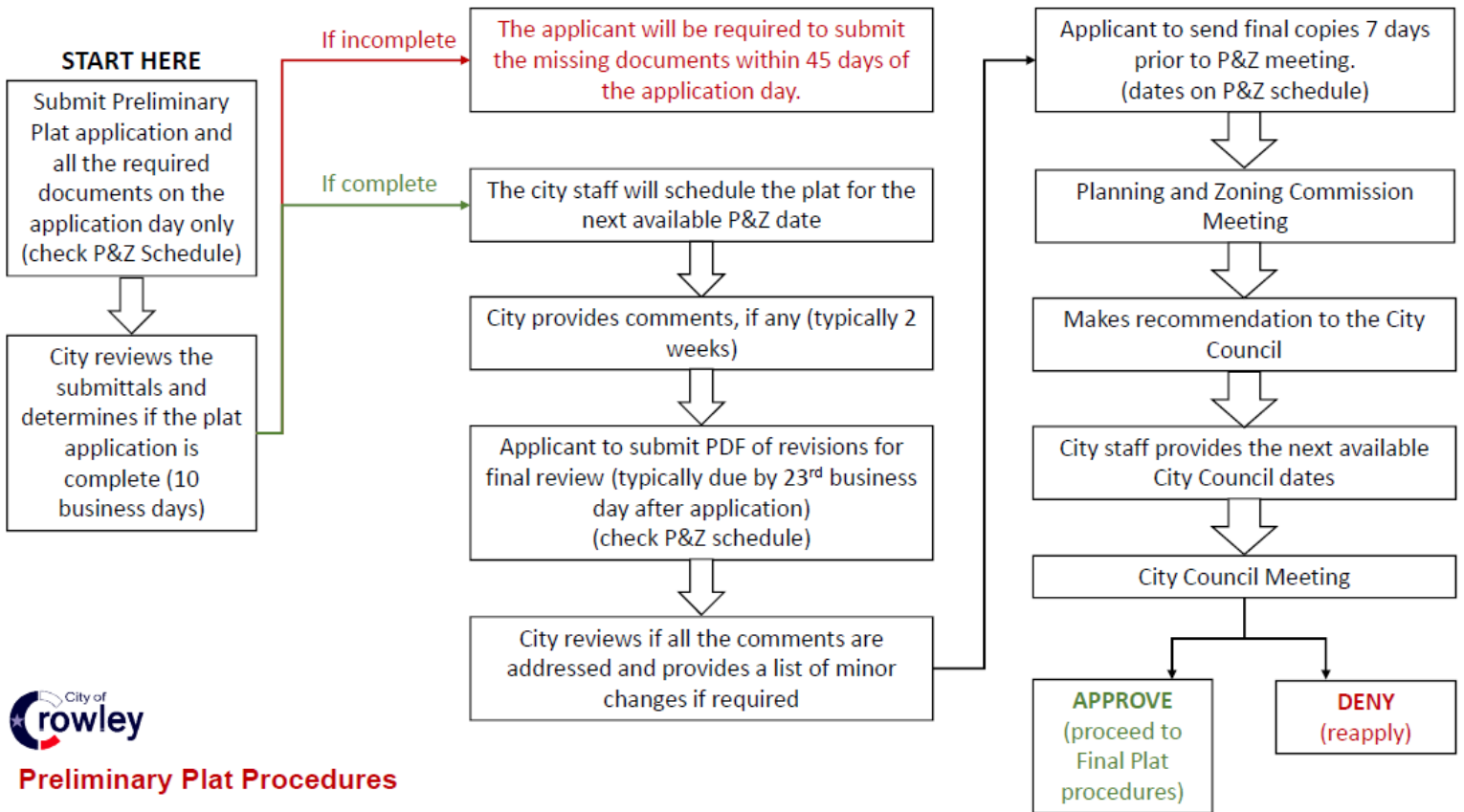
With the Plat face up, fold the plat in half along its "Y" axis (drawing inside) With the drawing on the inside, fold the edges back to meet the folded middle.



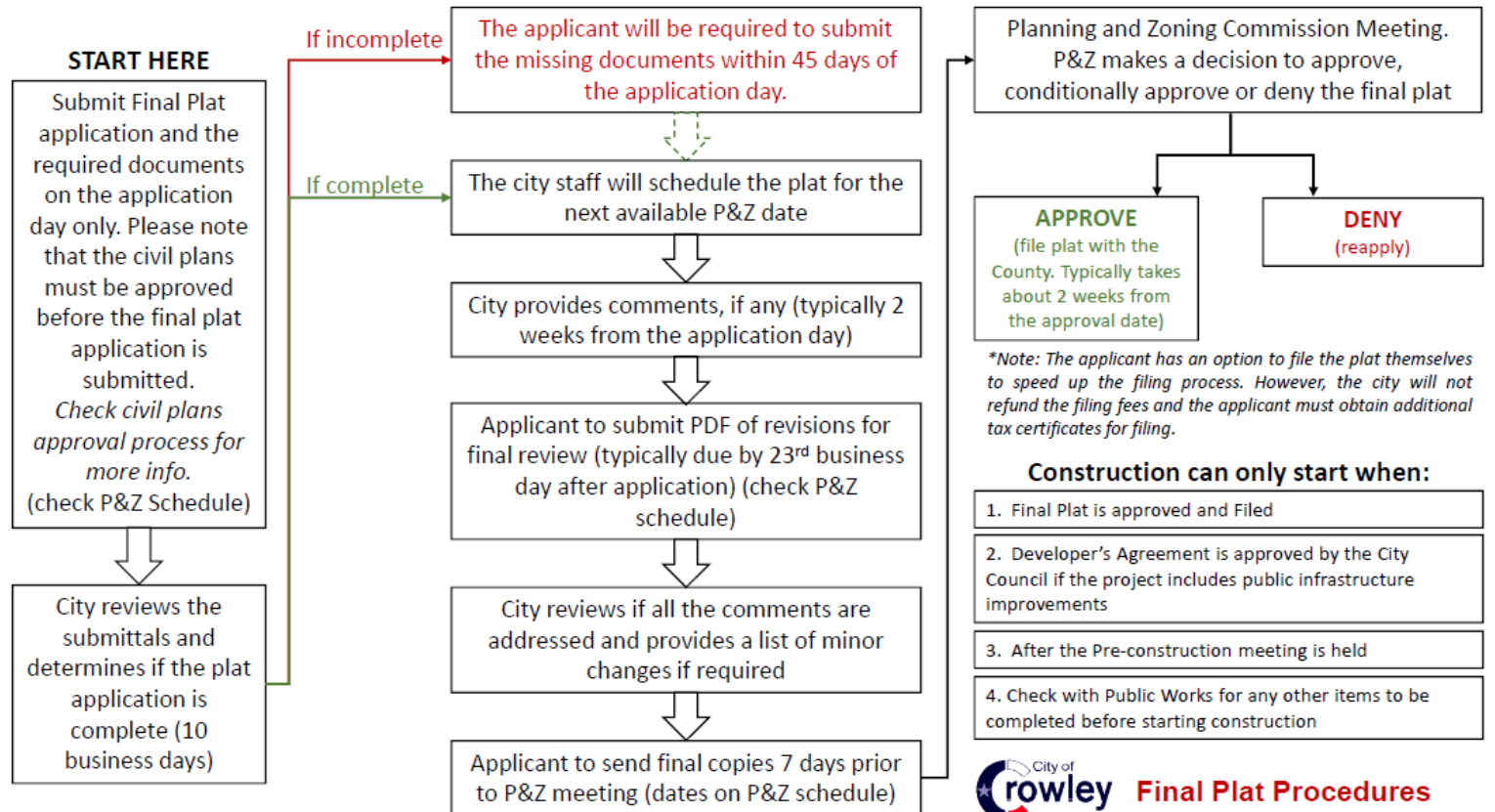
Fold the quartered plat into thirds along the "X" axis in accordion fashion, keeping the plat title-side up.



The finished fold is about 9"X 8"

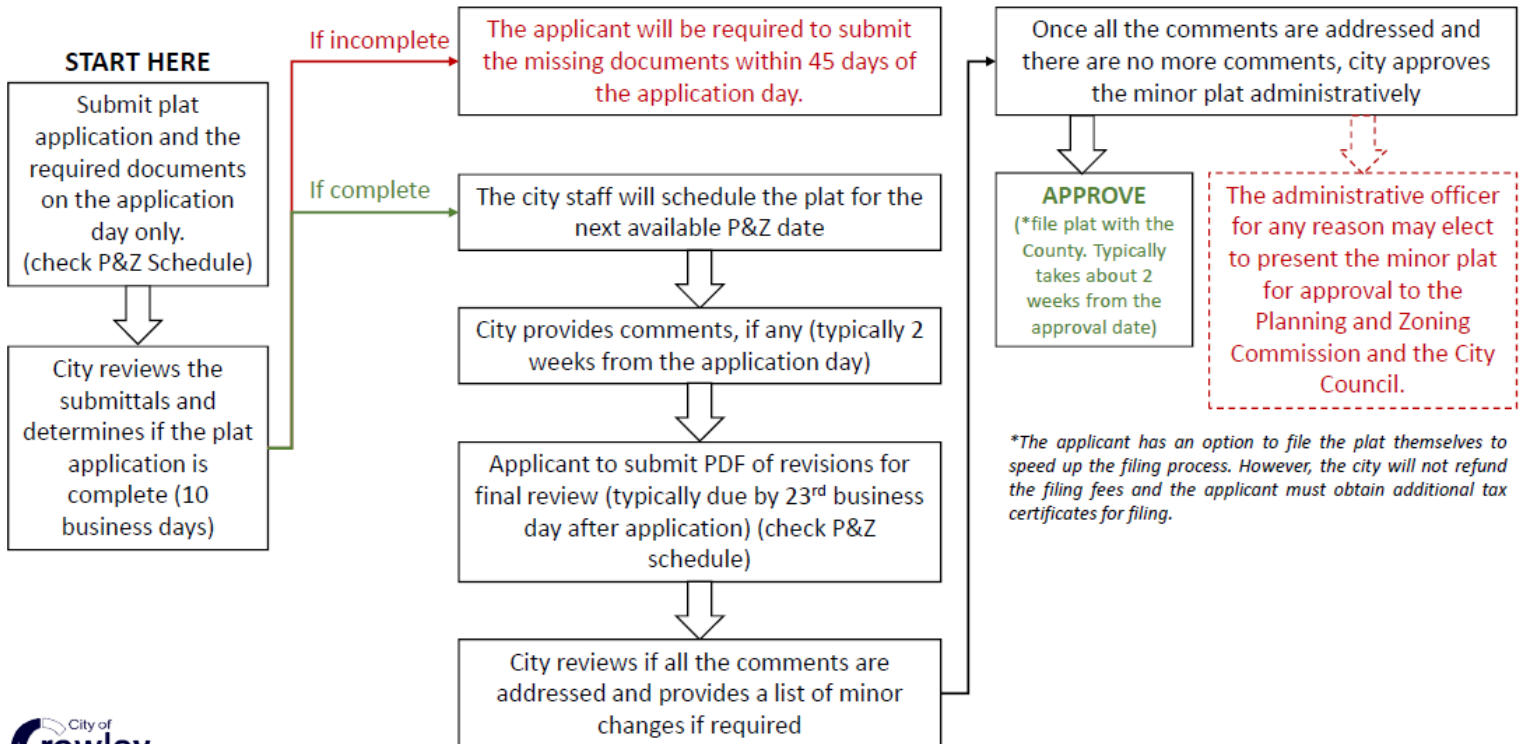
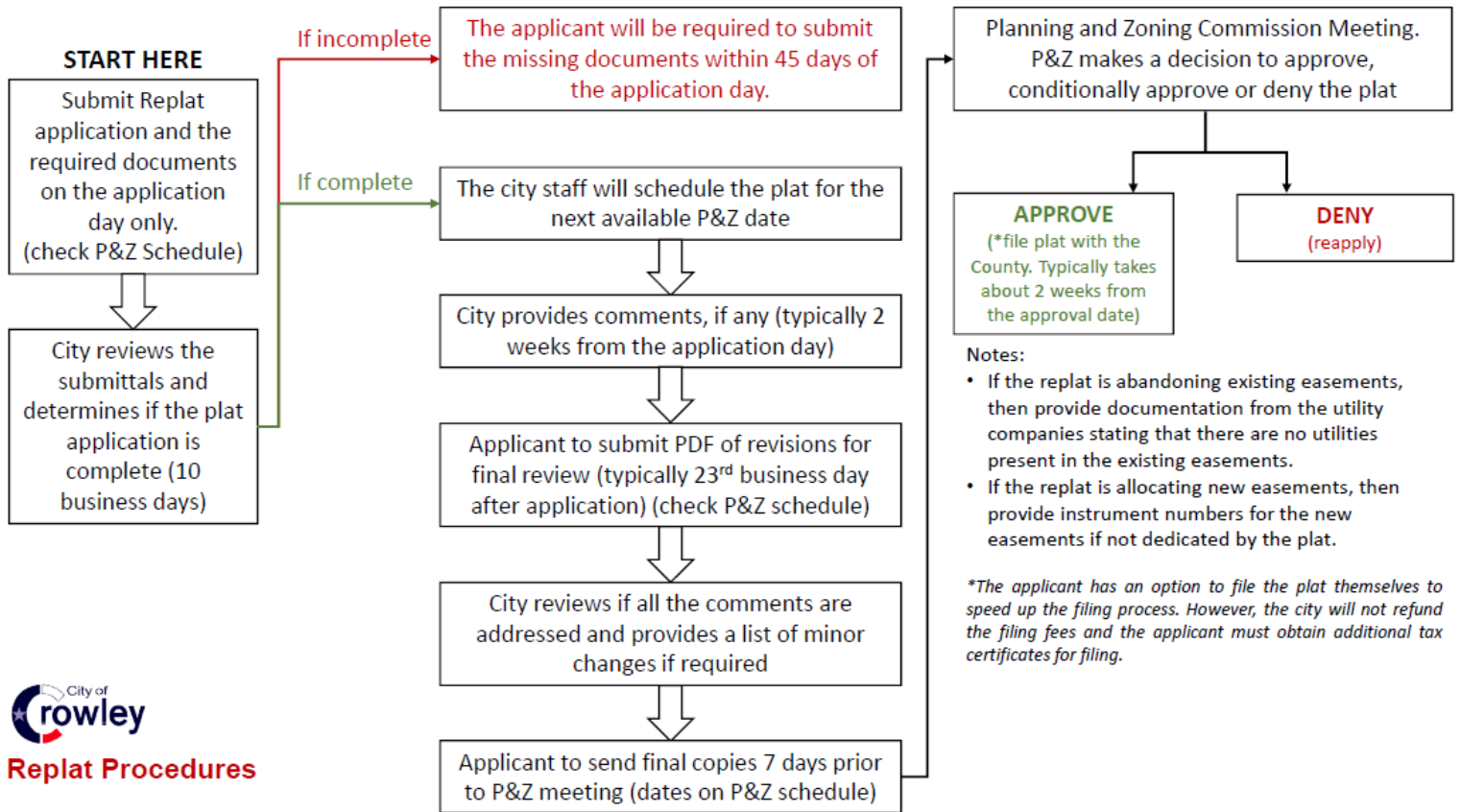


## Preliminary Plat Procedures

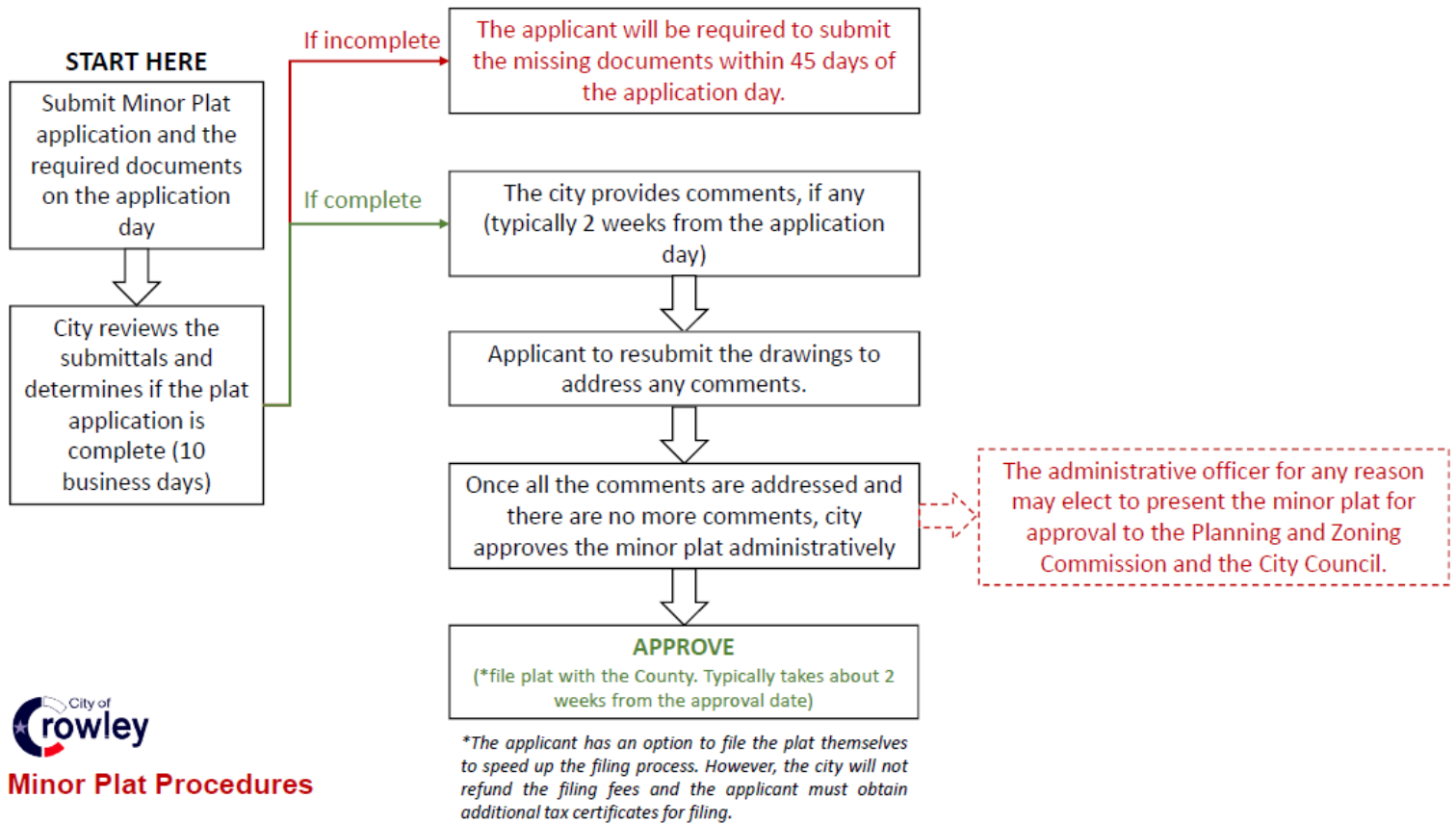


## Final Plat Procedures

*This page is for the applicant's reference. Do not include this page with your submitted application.*



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