



GENERAL DEVELOPMENT PROJECT APPLICATION

Platting Zoning Appeal Other

Name of Project (Business): _____

Project Address/Location: _____

Applicant Name: _____

Applicant Phone: _____ FAX: _____ Cell: _____

Applicant Email: _____

Please use this checklist to aid in preparing a complete development project application package. Please check off each line as you identify that your submittal contains the required information, place N/A on the lines that do not apply to your specific project, and then include this checklist with your application. **Most project delays are the result of incomplete or inadequate information during project submittal.**

Refer to www.weatherfordtx.gov or consult the Planning and Development Department for copies of the Zoning and Subdivision regulations. Public improvement and other design standards may be found at the Transportation and Public Works or Water/Wastewater and Engineering Departments.

IF YOUR APPLICATION PACKAGE IS NOT COMPLETE YOUR SUBMITTAL CAN NOT BE ACCEPTED.

SECTIONS		Office	Applicant	PLEASE SUBMIT THE FOLLOWING:	
		✓	✓		
				PLATTING (master, preliminary, final, minor, vacating, development plat)	
A				Project Information Sheet	
B				Platting Application	
C				Engineering Submittal Requirements	
				ZONING (district change, conditional use permit, planned development)	
A				Project Information Sheet	
D				Zoning Application	
E				Development Site Plan Requirements (conditional use permit or planned development)	
				APPEAL (variance, special exception, waiver/suspension)	
A				Project Information Sheet	
F				Appeal Application	
E				Development Site Plan Requirements	
				OTHER (code amendment, plan amendment, miscellaneous)	
A				Project Information Sheet – IF NEEDED	
G				Miscellaneous Submittal Checklist	
H				CURRENT CALENDAR	
I				CURRENT DEVELOPMENT FEES	
J				Additional Owner Information Sheet	
				Date Received	
				PRJ#:	



GENERAL DEVELOPMENT PROJECT APPLICATION PROJECT INFORMATION SHEET

A

Project Description

Proposed Project/Business Name: _____

Property Legal Description: _____

Property Address: _____ Acres/Square Feet: _____

Primary Property Owner

Name: _____ Phone: _____

Address: _____ FAX: _____

Email: _____ Cell: _____

Ownership (Deed Vol./Page, etc.): _____

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I, _____, as owner or duly authorized officer of the above referenced property do hereby execute this document and attest that the information included in this application is true and correct to the best of my knowledge.

(Signature)

Before me, the undersigned authority, a Notary Public in and for the State of _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____

Notary Public

[SEAL]

My Board Expires on: _____

Agent/Representative

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Developer

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Engineer/Land Planner

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Surveyor

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____



GENERAL DEVELOPMENT PROJECT APPLICATION

PLATTING APPLICATION



Project Description

Project Name: _____ Within: City Limits ETJ Both

Project #: _____ Annexation Proposed: Yes No

Site Dev. Permit #: _____ Current or Proposed Zoning District: _____

Current no. of parcel: _____ Proposed no. of lots: _____ Total project acreage: _____

Proposed Plat Process/Type

- Master Plat
- Preliminary Plat
- Development Plat (TxLGC §212.045)
- Final Plat
- Minor Plat
- Vacating Plat
- Replat
- Amending
- R-O-W or Utility Easement Only
- Residential Replat
- Replat
- Platting Requirement Determination (Exemption)

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Office √	Applicant √	<u>PLEASE SUBMIT THE FOLLOWING:</u>
		Completed, signed and notarized application
		Proof of property ownership (general/special warranty deed, title policy, or other acceptable documentation)
		Proof that no delinquent taxes exist against the property (such as a tax certificate from the Appraisal District)
		Application Fee (See Section L-Current Development Fees)
		Three (3) copies of the plat document (18"x24", Arch C sheet size, at a 1"=100' or larger scale)
		A digital copy of the plat document in an Adobe Portable Document Format (PDF)
		A 'CADD Line File' of the plat exhibit (DXF, DWG, DGN, etc.)
		Engineer's Summary Report (See Section D-Engineering Submittal Requirements)
		Proof of complete engineering plan submittal (Site Development Permit)
		Development Agreement (if needed)
		Other documentation as needed (annexation request, zoning approvals, appeal approvals, etc.)



GENERAL DEVELOPMENT PROJECT APPLICATION ENGINEERING REQUIREMENTS



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Office ✓	Applicant ✓	<u>PLEASE SUBMIT THE FOLLOWING:</u>
		ENGINEER'S SUMMARY REPORT <i>Required for Master/Preliminary/Final Plats and some Development Plats</i>
		Executive summary of the project explaining the nature and scope of the proposed development.
		The proposed project zoning district(s) and a copy of the establishing ordinance if the project requires a planned development or conditional-use permit designation.
		Proposed uses including acreage for each area, lot dimensions, number of lots and any special amenities of facilities that will be included in the development.
		Describe how the project will be served with required public/private utilities and services.
		Describe how the project will handle storm water drainage.
		Itemize and describe any alternative design proposals, waivers or suspensions from the provisions of the City of Weatherford Municipal Code or the City of Weatherford Design Criteria.
		If connecting to a state or county roadway, include a letter or permit from the appropriate entity acknowledging and approving the location and design of any proposed facilities.
		Correspondence from applicable utility and service providers acknowledging their service area and verifying their ability to provide adequate levels of service for the proposed development.
		Letter(s) from area independent school districts acknowledging that they have been informed of the size, location and timing of the proposed development, and have been given the opportunity to express any desire for a future school site within the project.
		COMPLETE ENGINEERING PLANS (See Site Development Permit requirements for more detail) <i>Required for the extension or construction of any public improvements, substantial soil disturbance or development within flood prone areas.</i>
		Coversheet for Engineering Documents
		Development Site Plan for nonresidential and multi-family projects
		Existing conditions
		Existing tree and vegetation protection plan
		Grading, erosion control and water quality control plans
		Paving, marking and traffic control plans and profiles
		Utility details layouts, plans and profiles for water, sanitary sewer, storm water, etc.
		Retaining wall, screen, landscaping and irrigation plans
		Other information or calculations that may be required by the proposed project

Applicant's Acknowledgement: _____ Date: _____

Date Received