



Public Works Department  
 Planning Division  
 203 E Wheatland Road  
 P.O. Box 380280  
 Duncanville, TX 75138  
 (972) 780-5015

## PLAT APPLICATION

**Select One:**       Preliminary Plat       Final Plat       Replat

CONTACT INFORMATION

Property Owner: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Owner Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ (Fax) \_\_\_\_\_  
 Applicant/Agent \_\_\_\_\_ Contact: \_\_\_\_\_  
 Engineer    Architect    Surveyor    Owner    Other  
 Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ (Fax) \_\_\_\_\_

REQUIRED

PROPERTY INFORMATION

Proposed Subdivision Name: \_\_\_\_\_  
 Survey Name: \_\_\_\_\_ Abstract Number: \_\_\_\_\_  
 Existing Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
 Purpose for Platting: \_\_\_\_\_  
 Is this an existing subdivision or part of a subdivision being replatted?    Yes (see below)    No  
 Subdivision Name: \_\_\_\_\_  
 Number of lots within original subdivision: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
 Volume: \_\_\_\_\_ Page: \_\_\_\_\_

REQUIRED

### SUBMITTAL CHECKLIST

- Completed Application including signatures and completed plat checklist
- Application fee
- (If apply) Two (2) As-built Survey black line prints; include a letter from the owner that verifies that all on-site improvements/infrastructure are reflected accurately or a letter from the owner stating that no on-site structures exist
- Digital copy of final plat for Planning and Zoning Commission public hearing.

**AFTER APPROVAL:**

- Copies of plats: Five (5) copies, 24"X 36" (folded) black line prints; electronic document (PDF) via email
- A current Title Commitment issued by a title insurance company authorized to do business in Texas in the form of a vesting deed, a title opinion letter from an attorney licensed to practice in Texas, or some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the plat application.

