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## SELECT APPLICATION TYPE

- Preliminary       Final       Replat       Minor       Short Form  
 Amended

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## DEVELOPMENT INFORMATION

Project Location \_\_\_\_\_  
Addition Name \_\_\_\_\_  
Legal Description \_\_\_\_\_  
Proposed Use \_\_\_\_\_  
Current Zoning \_\_\_\_\_ Acreage \_\_\_\_\_ Lots \_\_\_\_\_  
No. New Street Intersections \_\_\_\_\_

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## OWNER INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

*For additional owners, please include additional copies of pages 1 and 2 of this application. The property owner must sign the application or submit a notarized letter of authorization.*

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## REPRESENTATIVE/AGENT INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

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## SURVEYOR INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

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## ENGINEER INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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## CERTIFICATION AND ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Planning & Zoning Department. I understand that the filing fee is not refundable upon withdrawal of the proposal or upon denial of the case.

I acknowledge that the subdivision plat will not be accepted until it has been determined that the submittal is complete and in conformance with the requirements of Chapter 42 Subdivision Regulations of the City of Justin Code of Ordinances.

I acknowledge that if a change in zoning classification is required to accommodate the proposed development, the zoning change may be required to be approved before the subdivision plat application is considered complete.

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Owner Signature

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Date

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Owner Name (print)

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Agent Signature

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Date

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Agent Name (print)

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## APPLICATION SUBMITTAL REQUIREMENTS

Applications will be reviewed for completeness pursuant to Chapter 42 Article II of the Subdivision Regulations of the City of Justin. Applications submitted without original signatures and all required documents and information will not be accepted and will be returned to the applicant. Please be sure that all required items are included for the type of application requested.

Subdivision applications must be submitted thirty (30) days prior to the Planning & Zoning Commission meeting at which it is to be considered.

Subdivision information is available online in [Subdivision Regulations and Technical Construction Standards and Specifications](#). If you have questions about the application process or any submittal requirements, please call the Planning & Zoning Department at 940-648-2541 Ext. 5.

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## ALL APPLICATIONS

The following items are REQUIRED with all types of applications:

- Subdivision application form
- Application fee as required by the [Justin Fee Schedule](#). This fee is non-refundable.
- Original paid receipt or tax certificate indicating that property taxes have been paid for the property. The certificate may be obtained for a fee from the Denton County Tax Office at 1505 E. McKinney St., Denton, TX.
- If the ownership does not match the ownership on the Denton County Appraisal District website, a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and City Council.

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## PRELIMINARY PLAT

- Preliminary plat drawing: one digital (PDF) copy. Page size must be 24"X36" or 18"X24".
- Preliminary drainage analysis
- Preliminary public infrastructure plans

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## FINAL PLAT, REPLAT, AND SHORT FORM FINAL PLAT

- Final Plat drawing: one digital (PDF) copy. Page size must be 24"X36" or 18"X24"
- Certificate of Approval of Public Infrastructure Plans or approved Waiver of Public Infrastructure Plans.

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## AMENDED PLAT

- Amended plat drawing: one digital (PDF) copy. Page size must be 24"X36" or 18"X24".