



## SUBDIVISION APPLICATION FORM City of Farmersville, Texas

### Please Type or Print Information

*This form shall be completed by the Applicant and submitted to the City Secretary's Office along with 6 copies of the respective plat, fees, and all other required information.*

*In order for a completed package to be considered for a Planning and Zoning Board meeting all application materials will need to be turned into the City staff at least 3 weeks prior. The package will need to be technically complete 6 working days prior to the Planning and Zoning Board meeting.*

*The use of City of Farmersville administrative forms, checklists, and routing sheets shall not relieve the applicant from following the rules, standards, ordinances, and laws governing the City of Farmersville.*

*The submission of plans/drawings, calculations, etc., along with this application, makes such items public record and the Applicant understands that they may be viewed and/or reproduced by the general public.*

*For a list of fees associated see the City of Farmersville Master Fee Schedule. Fees shall be collected for the purpose of defraying the costs of administrative, clerical, engineering, legal, planning, inspection, and other services deemed necessary to properly review and investigate plats and subdivision construction.*

*Exemptions to the platting process are listed in section 1.5 of the Subdivision Ordinance.*

*Subdivision Ordinance variances/waivers may be granted by following the steps outlined in section 1.10 of the Subdivision Ordinance.*

*Public infrastructure requirements established by the respective code (example, International Fire Code) and interpreted by the code official may be appealed based on a claim of incorrect interpretation, code applicability, or equivalent methodology. Code requirements cannot be waived.*

*Place "X" or check mark in appropriate box. All answers must be "Yes" to submit application.*

<b>Pre-Application Requirements</b>		
Yes	No	Requirement
		Attended Pre-Application Conference
		Plat described by metes and bounds
		Plat located with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part
		Dimensions of plat and of each street, alley, square, park, or other part of the plat intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, alley, square, park, or other part
		Plat is located in Collin County
		Plat is located in Hunt County
		Plat is located within the City of Farmersville corporate limits or Extra-Territorial Jurisdiction (ETJ) limits

## Subdivision Application Form

Place "X" or check mark in appropriate box. Use the N/A (not applicable) box if a line item is not applicable. Double asterisk items are required for all applications. Where separate documents are requested attach them to this submission.

<b>Required Submission Materials</b>			
Yes	No	N/A	Item Description
			** Six copies of plat. Dimensions should be 24" X 36".
			* * Original certified tax certificate
			** Utility service provider letters
			** Proof of land ownership document
			** Electronic version of plat on CD (.PDF and .DWG)
			** Fees with appropriate retainer as required
			Governmental (TxDOT, Collin County, etc.) approval for major thoroughfare access such as driveway
			Farmersville Independent School District (FISD) accommodation letter (high impact residential or multi-family only)
			Two copies of engineering plans
			On-Site Sanitary Sewer Facility (OSSF) certification document
			Engineer's Summary Report
			Development schedule
			Development agreement
			Copy of covenants, conditions, restrictions, and agreements
			Geotechnical report
			Traffic study
			Application letter for proposed street names

Place "X" or check mark in appropriate box. Only one box may be indicated.

<b>Type of Plat Document Submittal</b>	
	Concept Plan
	Preliminary Plat
	Final Plat
	Development Plat
	Replat
	Amending Plat
	Minor Plat
	Vacated Plat

## Subdivision Application Form

*Place information in all spaces that apply. Depending on the situation some spaces may be left empty.*

<b>Property Owner Information</b>	
Name	
Address	
City	
State	
Zip	
Work Phone Number	
Facsimile Number	
Mobile Phone Number	
Email Address	
<b>Applicant/Responsible Party Information</b>	
Name	
Address	
City	
State	
Zip	
Work Phone Number	
Facsimile Number	
Mobile Phone Number	
Email Address	
<b>Engineer Information</b>	
Name	
Address	
City	
State	
Zip	
Work Phone Number	
Facsimile Number	
Mobile Phone Number	
Email Address	
<b>Surveyor Information</b>	
Name	
Address	
City	
State	
Zip	
Work Phone Number	
Facsimile Number	
Mobile Phone Number	
Email Address	

*Subdivision Application Form*

<b>General Application Information</b>	
Proposed Name of Subdivision	
Total Acreage of Development	
Physical Location of Property	
Legal Description of Property	
Number of Lots	

*Place "X" or check mark in appropriate box indicating the form provided for proof of land ownership. Attach document to this submission.*

<b>Type of Plat Document Submittal</b>	
	General Warranty Deed
	Special Warranty Deed
	Title Policy
	Other (approved by City Manager):

*Place "X" or check mark in appropriate box indicating the **current** zoning districts comprising the land. Depending on the situation more than one box may be indicated.*

<b>Current Zoning</b>	
	A     Agricultural District
	SF-1   One-Family Dwelling District
	SF-2   One-Family Dwelling District
	SF-3   One-Family Dwelling District
	2F     Two-Family Dwelling District
	MF-1   Multiple-Family Dwelling District-1
	MF-2   Multiple-Family Dwelling District-2
	P     Parking District
	O     Office District
	NS    Neighborhood Service District
	GR    General Retail District
	C     Commercial District
	HC    Highway Commercial
	CA    Central Area District
	I-1    Light Industrial District
	I-2    Heavy Industrial District
	PD    Planned Development District
	Extra-Territorial Jurisdiction

## Subdivision Application Form

Place "X" or check mark in appropriate box indicating the proposed zoning districts comprising the land. Depending on the situation more than one box may be indicated. If zoning remains unaffected mark the same as above in the "Current Zoning Districts" table.

Proposed Zoning	
	A Agricultural District
	SF-1 One-Family Dwelling District
	SF-2 One-Family Dwelling District
	SF-3 One-Family Dwelling District
	2F Two-Family Dwelling District
	MF-1 Multiple-Family Dwelling District-1
	MF-2 Multiple-Family Dwelling District-2
	P Parking District
	O Office District
	NS Neighborhood Service District
	GR General Retail District
	C Commercial District
	HC Highway Commercial
	CA Central Area District
	I-1 Light Industrial District
	I-2 Heavy Industrial District
	PD Planned Development District
	Extra-Territorial Jurisdiction

Place "X" or check mark in appropriate box indicating the proposed use of the land. Depending on the situation more than one box may be indicated.

Use of Land and Buildings	
Housing Uses	
	One Family Detached Dwelling
	One Family Attached Dwelling
	Zero Lot Line Dwelling
	Town Home
	Two Family Dwelling
	Multiple Family Dwelling
	Boarding or Rooming House
	Bed and Breakfast Inn
	Hotel or Motel
	HUD Code Manufactured Home
	Industrialized Housing
	Mobil Home

<b>Use of Land and Buildings</b>	
<b>Accessory And Incidental Uses</b>	
	Accessory Building
	Farm Accessory Building
	Home Occupation
	Off Street Parking Incidental to Main Use
	Stable
	Swimming Pool
	Temporary Field Office or Construction Office
<b>Utility And Services Uses Electrical Substation</b>	
	Electrical Energy Generating Plant
	Electrical Transmission Use
	Fire Station
	Gas Lines and Regulating Station
	Public Building Shop or Yard of Local State or General Agency
	Radio, Television, or Microwave Tower
	Radio or Television Transmitting Station
	Sewage Pumping Station
	Sewage Treatment Plant
	Telephone Business Office
	Telephone Exchange, Switching Relay or Transmitting Station
	Utility Line, Local
	Utility Shops or Storage Yards or Buildings
	Water Standpipe or Elevated Water Storage
	Water Reservoir, Well or Pumping Station
	Water Treatment Plant
<b>Recreational And Entertainment Uses</b>	
	Amusement, Commercial
	Amusement, Commercial
	Country Club with Golf Course
	Dance Hall or Night Club
	Day Camp for Children
	Drag Strip or Commercial Racing
	Go Cart Track
	Gun Range
	Park or Playground
	Play Field or Stadium
	Rodeo Grounds
	Swim or Tennis Club
	Theater
	Trailer Park - Recreational Vehicle Park

<b>Use of Land and Buildings</b>	
<b>Educational And Institutional Uses</b>	
	Art Gallery or Museum
	Cemetery or Mausoleum
	Church or Rectory
	College, University or Private School
	Community Center
	Convent or Monastery
	Fairgrounds or Exhibition Area
	Fraternity, Sorority, Lodge or Civic Club
	Home for Alcoholic, Narcotic or Psychiatric Patients
	Hospital Acute Care
	Hospital Chronic Care
	Historical, Religious, Charitable or Philanthropic Nature
	Kindergarten or Nursery
	Library
	Nursing Home or Residence for Aged
	School, Business or Trade and
	School, Public or Parochial
<b>Transportation Related Uses</b>	
	Airport, Landing Field or Heliport
	Bus Station or Terminal and
	Motor Freight Terminal
	Parking Lot Truck
	Parking Lot Structure Commercial
	Railroad Freight Terminal
	Railroad Passenger Station
	Railroad Track or Right-of-Way
	Railroad Team Tracks
<b>Automobile Service Uses</b>	
	Auto Glass, Muffler or Seat Cover Shop
	Auto Laundry
	Auto Parts and Accessory Sales
	Auto Parts and Accessory Sales
	Auto Painting or Body Rebuilding Shop
	Automobile Repair Garage
	Gasoline or Fuel Service Station
	New or Used Auto Sales in Structure
	New or Used Auto Sales Outdoor Lot
	Motorcycle or Scooter Sales and Repair
	Steam Cleaning or Vehicles or Machinery
	Tire Retreading or Capping
	Trailer, Cargo Sales or Rental
	Wrecking or Auto Salvage Yard

<b>Use of Land and Buildings</b>	
<b>Retail And Related Service Uses</b>	
	Antique Shop
	Art Supply Store
	Bakery or Confectionery Shop
	Bank or Saving And Loan Office
	Barber or Beauty Shop
	Book or Stationery Shop
	Camera Shop
	Cleaning Shop or Laundry
	Cleaning Laundromat
	Clinic, Medical or Dental
	Custom Personal Service Shop
	Department Store or Discount Store
	Drug Store or Pharmacy
	Farmers Market
	Florist Shop
	Food Store
	Furniture or Appliance Store
	Garden Shop and Plant Sales
	Handcraft and Art Objects Sales
	Hardware Store or Hobby Shop Key Shop
	Laboratory, Medical or Dental
	Medical Appliances, Fitting, Sales or Rental
	Mortuary
	Offices, General Business or Professional
	Office Showroom/Warehouse or Sales Facilities
	Optical Shop or Laboratory
	Pawn Shop
	Pet Shop, Small Animals, Birds, and Fish
	Private Club
	Repair of Appliances, T.V., Radio and Similar Equipment
	Restaurant or Cafeteria
	Restaurant or Eating Establishment
	Retail Shop, Apparel, Gift Accessory and Similarities
	Sexually Oriented Establishment
	Studio Decorator and Display of Art Objects
	Studio Health Reducing or Similar Service
	Studio, Photographer, Artist, Music, Drama, or Dance
	Tool Rental
	Trailer or RV Sales or Display
	Variety Store or Other Retail Outlet Store
	Veterinarian Office Only



<b>Use of Land and Buildings</b>	
<b>Agricultural Types Uses</b>	
	Farm or Ranch
	Animal Pound
	Animal Clinic or Hospital
	Animal Clinic, Hospital or Kennel
	Greenhouse or Plant Nursery
<b>Commercial Type Uses</b>	
	Bakery Wholesale
	Building Material Sale
	Cabinet and Upholstery Shop
	Cleaning, Drying or Laundry Plant
	Clothing or Similar Light Assembly Process
	Contractors Storage or Equipment Yard
	Heavy Machinery Sales, Storage or Repair
	Lithographic or Print Shop
	Maintenance and Repair Service for Buildings
	Milk Depot, Dairy or Ice Cream Plant
	Manufactured House or Industrialized Homes Sales and Display
	Open Storage of Furniture, Appliances or Machinery, Etc.
	Paint Shop
	Petroleum Products, Storage and Wholesale
	Plumbing Shop
	Propane Storage and Distribution
	Storage Warehouse
	Trailer or Recreational Vehicle Sales or Display
	Welding or Machine Shop
	Wholesale Office Storage or Sales Facilities
<b>Industrial Uses</b>	
	Asphalt Paving Batching Plant
	Concrete Batching Plant
	Concrete Products Manufacture
	Light Manufacturing
	Sand and Gravel Storage
	Sand, Gravel, Stone or Petroleum Extraction

*Subdivision Application Form*

*Indicate the utility provider's name for the property in the space provided.*

<b>Utility Providers</b>	
Description of Service	Name
Electrical Service Provider	
Water Supplier	
Sewage Disposal	
Telephone Service	
Cable TV Service	
Gas Service	
Refuse Pick-Up	

*The signatures of the owner(s) below indicate intention to follow through with the platting/subdivision process.*

\_\_\_\_\_ *Owner's Signature*                      \_\_\_\_\_ *Owner's Name (Printed)*                      \_\_\_\_\_ *Date*

\_\_\_\_\_ *Co-Owner's Signature*                      \_\_\_\_\_ *Co-Owner's Name (Printed)*                      \_\_\_\_\_ *Date*

\_\_\_\_\_ *Co-Owner's Signature*                      \_\_\_\_\_ *Co-Owner's Name (Printed)*                      \_\_\_\_\_ *Date*

**City of Farmersville Staff Only**

(Applicant, do not mark in spaces below)

Description	Response
Name of City Staff Worker Receiving Application	
Fee Amount	
Check Number	
Date Received	
City Receipt Number	
City Asset Account Number	

**Dear City of Farmersville Planning Division:**

**I, \_\_\_\_\_, am the owner or owner's representative of a tract or tracts of real property located in the City of Farmersville, Texas, located at and described as \_\_\_\_\_ . I have filed an application for approval of a subdivision plat for this property. I hereby waive the 30-day plat review period established by Section 212.009 of the Texas Local Government Code and acknowledge that the City may require more than 30 days to properly review and consider the plat application. I understand and agree that the plat application may be considered and approved or denied by the Planning and Zoning Commission and/or the City Council more than 30 days later than the date that it was first filed.**

**Respectfully,**

\_\_\_\_\_  
**Signed by or on behalf of the applicant**

\_\_\_\_\_  
**Date**