



CITY OF LAVON

P.O. Box 340 – 120 School Rd. – Lavon, TX 75166

Office 972-843-4220 - Inspection 972-853-0855

Email: leann.mcclendon@cityoflavon.org

PLAT APPLICATION

Please type or print clearly. Incomplete applications will not be accepted.

Plat Submittal Checklist

The below items are to be submitted with all plat applications.

- Application (signed and dated)
 - 3 full size sets of plats (24x36)
 - 3 full size sets of construction plans (24x36)
 - Titles on pages should be descriptive & listed on table of contents.
 - 1 PDF and DWG plat(s) on CD
 - 1 PDF and DWG complete construction plan set(s) on CD
(Can be submitted on same disk as plat, but are not considered one)
- Must include the following:
- Detailed file description
 - Number of pages contained in file
- 1 half size sets of plats
 - 10 ½ size sets if it is **Final Submittal (Only on plat submittals)**
 - \$500.00 deposit for engineer review
 - Public Infrastructure Inspection fee on construction plans
(4% of project or cost; whichever is greater)

Project Representative:

If all required documentation are not submitted together your application will be denied.



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Authorization of Representation

Date: _____

To the City of Lavon
Collin County, Texas

This letter will serve as notice that I/we, _____, am/are the owner (s) of record of the property described in the attached survey documentation, submitted with this form, and do hereby authorize _____ to represent me (us) and my (our) interests in the property described in the attached exhibits (s) for the expressed purpose of this request.

Signature (Owner)

Signature (Owner)

Signature (Owner)

The State of Texas
County of _____

Before me, the undersigned authority, appeared _____,
on this the _____ day of _____, 20_____.

(notary seal)

Notary Public in and for _____ County, Texas



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Declaration of Ownership

Date: _____

To the City of Lavon
Collin County, Texas

This letter will serve as notice that I/we, _____, am/are the owner (s) of record of the property described in the attached survey documentation, submitted with this form, for the purpose of any future proposed request (s) relating to this property.

Signature (Owner)

Signature (Owner)

Signature (Owner)

The State of Texas
County of _____

Before me, the undersigned authority, appeared _____,
on this the _____ day of _____, 20_____.

(notary seal)

Notary Public in and for _____ County, Texas



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Company Making Submission			Property Owner		
Name: _____			Name: _____		
Address: _____			Address: _____		
City/State/Zip: _____			City/State/Zip: _____		
Phone #: _____		Fax #: _____	Phone # _____		Fax # _____
Authorized Person: _____			Authorized Person: _____		
Type of Submission		Date	Check List of Items Submitted		
<input type="checkbox"/> Preliminary Plat			<input type="checkbox"/> (two) full size sets of plats (24x36)		
<input type="checkbox"/> Final Plat			<input type="checkbox"/> (two) full size construction sets (24x36)		
<input type="checkbox"/> Re-Submittal			<input type="checkbox"/> (one) half size sets of plats (11x17)		
<input type="checkbox"/> Construction Plans			<input type="checkbox"/> (ten) half size sets of plats with final submission (11x17)		
<input type="checkbox"/> Other			<input type="checkbox"/> (one) PDF plats (on separate CD's)		
			<input type="checkbox"/> (one) PDF construction plans (can be included on plat CD)		
Pricing					
Preliminary Plat: C*D*		\$500.00 plus \$5.00 per lot (Plus engineer review costs)			
Final Plat: C*D*		\$500.00 plus \$5.00 per lot plus \$50.00 filing fee (Plus engineer review costs)			
Re-Plat: C*D*		\$325.00 plus \$5.00 per lot plus \$50.00 filing fee (Plus engineer review costs)			
Public Infrastructure Inspection: C*E*		4 percent of project or Cost (whichever is greater)			
<p>C* Costs shall include the actual costs to the City plus a 10 percent administrative fee. These fees shall be in addition to the permit fee required.</p> <p>D* A deposit of \$500.00 shall be required to cover engineers review, with additional costs to be billed upon engineers recommendation. Any portion of the deposit not used shall be refunded after the engineer's recommendation.</p> <p>E* An estimate of the testing and inspection shall be made at the time of the engineers review of construction plans and a deposit equal to that amount shall be due before any construction may begin, with additional costs to be billed when the costs are incurred.</p>					
NOTICE TO APPLICANT: Any approval will be issued based on the information furnished in this application and on any submitted plats. It is subject to the provisions and requirements of the City of Lavon Code of Ordinances (# 2002-01-03) and any other applicable ordinances of the City, regardless of information and/or plans submitted.					
Authorized Representative (Printed Name)		Authorized Representative (Signature)			Date:
To be completed by the City					
In Takers Name:					
In takers Review Date:	PW Review Date:	COO Review Date:	Engineer Review Date:	P&Z Review Date:	Council Action Date:
<input type="checkbox"/> Accepted	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved
<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected	<input type="checkbox"/> Rejected
Comments:					



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APPLICANT STATEMENT (*select one*):

_____ I understand that the plat for _____ will not be scheduled for consideration by the Planning & Zoning Commission until such time as all staff comments have been addressed. I hereby waive the requirement that the plat be acted on by the Planning and Zoning Commission and/or the City Council within 30 days under the provisions of the Texas Local Government Code, Section 212.009, and understand and agree that the plat will be considered when it is administratively complete which may be longer than 30 days after the plat is filed; or

_____ I hereby request that the plat for _____ be scheduled for consideration at the next Planning & Zoning Commission meeting, regardless of the review process and staff determination that the application is administratively complete. I understand that a staff recommendation for approval of an application is generally forthcoming only for submissions deemed administratively complete and for which all staff comments have been addressed. I further understand that if my application is not approved, new application fees will be required for reconsideration.

I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE ABOVE STATEMENTS AND REPRESENTATIONS HEREIN ON BEHALF OF THE OWNER.

Signature: _____
Owner / Authorized Agent

Date

Printed Name: _____
Owner / Authorized Agent

Title: _____

Company: _____