



PLATTING APPLICATION

Planning and Development Department

Submittal Policy

Upon completion of a pre-application conference with town staff, application is due no later than 12:00pm on the application submittal deadline. All required fees, forms and supporting documents are due at the time of application submittal. Incomplete applications and/or application submitted without a prior pre-application conference will not be accepted.

All applications shall not be considered filed, and administratively complete, until town staff, including the Development Review Committee (DRC), determines that the application meets all requirements of applicable town regulations and/or all DRC comments have been addressed. Applications will not be scheduled for consideration by the Planning and Zoning Commission and the Town Council until all comments have been addressed and required items submitted. Therefore, meeting consideration dates on the [Development Review Calendar](#) are merely shown as guidelines and are subject to change for any given application pending the filing date and determination of administrative completeness by town staff for said application.

Any development related application, including any revisions responsive to staff comments, shall NOT be accepted at the front counter. Application and revisions will only be accepted through a **pre-scheduled** appointment with a pertinent member of Town development review staff. The purpose of the appointment requirement is to ensure all required items are included and/or addressed prior to acceptance by the Town.

Application Submittal Checklist

Applicants must submit the following information in order for the application to be deemed complete and accepted. An application missing any of the items below will be considered incomplete and cannot be processed until the missing items are provided. All information must be submitted following the specifications listed in the [Development Submittal Guidelines](#) document.

- Pre-Application Meeting Held – Date: _____ Planner: _____
- Application fees (check made payable to [Town of Westlake](#)) PDF set of plat drawings
- Two full size hard copies plat drawings Plat review checklist

- Incomplete Application and Applicant Informed On: _____
- Application Complete and Accepted On: _____

Staff Use Only

Project Name: _____

Case Number: _____ Submittal Date: _____

Fees: _____ Received By: _____



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Description of Property

Type of Plat: Preliminary Final Minor Replat Amended

Project Address: _____

Parcel IDs: _____

General Location: _____

Subdivision Name: _____ Lot(s): _____ Block(s): _____

Survey Name(s): _____ Abstract(s): _____ Tract(s): _____

Development Statistics

Title of Plat: _____ Total Acres: _____

Current Zoning: _____ Proposed Zoning: _____

Current Land Use: _____ Proposed Land Use: _____

Current Lots: _____ Proposed Lots: _____

Applicant/Developer Information

Company: _____

Contact: _____

Address: _____

City, State, ZIP: _____

Email: _____ Phone: _____

Owner Information

Company: _____

Contact: _____

Address: _____

City, State, ZIP: _____

Email: _____ Phone: _____



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Designation of Agent Form

I hereby authorize the person designated below, to act in the capacity as my agent for the application, processing and the representation of this request. The designated agent shall be the principal contact person with the Town of Westlake (and vice versa) in processing and responding to requirements, information requests or other issues relative to this request.

PROPERTY OWNER

Printed Name: _____

Signature: _____

Date: _____

APPLICANT

Printed Name: _____

Signature: _____

Date: _____

DESIGNATED AGENT

Printed Name: _____

Signature: _____

Date: _____

Property Address: _____

City, State, ZIP: _____

Email: _____

Phone: _____



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For Preliminary Site Evaluation Only

I understand that approval of the preliminary site evaluation expires twelve (12) months after Town Council approval unless the final plat has been submitted for consideration.

PROPERTY OWNER

Printed Name: _____

Signature: _____

Date: _____

APPLICANT

Printed Name: _____

Signature: _____

Date: _____

DESIGNATED AGENT

Printed Name: _____

Signature: _____

Date: _____

Property Address: _____

City, State, ZIP: _____

Email: _____

Phone: _____