



CONSTRUCTION PLANS APPLICATION

Planning and Development Department | Public Works 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.

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
- Application fees furnished

- Payment is accepted by check, credit card (3% charge), or ACH. Pay by credit card at the front counter or online. Make checks out to Town of Westlake and mail or submit to the address below:

1500 Solana Blvd. Bldg. 7, Suite 7200

Westlake, TX 76262

- Construction Plan Review Checklist
- One (1) PDF set of plans
- One (1) PDF set of engineering reports



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** Town Staff Only **

<u>Item</u>	<u>Date</u>	<u>Staff Signature</u>
<input type="checkbox"/> Pre-Application Meeting:	_____	_____
<input type="checkbox"/> Application Submittal:	_____	_____
<input type="checkbox"/> Application Fees Furnished:	_____	_____
<input type="checkbox"/> Application Accepted for Review:	_____	_____
 Application Fees: _____		 Plan Review Fees: _____

Description of Property

Project Name: (e.g., Starbucks, QuikTrip, etc....)	_____	
Project Address: (e.g., 1234 Westlake Pkwy)	_____	
Tax Parcel IDs:	_____	
General Location: (e.g., Northeast Corner of Westlake Pkwy and SH 114)	_____	
Subdivision Name: (e.g., Entrada, Solana, Westlake Corners, etc....)	Lot(s): _____	Block(s): _____
Survey Name(s): _____	Abstract(s): _____	Tract(s): _____
Description of Project: _____		

Development Statistics

Current Zoning: (Zoning Map)	_____	Total Acres:	_____
Current Land Use: (Land Use Map)	_____	Construction Value:	\$ _____
Proposed Lots:	_____	Number of Sheets (pgs) to Review:	_____



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Applicant/Developer Information

Company:
(e.g. Starbucks) _____

Contact:
(e.g. John Smith) _____

Address:
(e.g. 123 Happy Lane) _____

City, State, ZIP:
(e.g. Westlake, TX 76262) _____

Email:
(e.g., John.smith@gmail.com) _____

Phone:
(e.g. 555-555-5555) _____

Owner Information

Company:
(e.g. Starbucks) _____

Contact:
(e.g. John Smith) _____

Address:
(e.g. 123 Happy Lane) _____

City, State, ZIP:
(e.g. Westlake, TX 76262) _____

Email:
(e.g., John.smith@gmail.com) _____

Phone:
(e.g. 555-555-5555) _____



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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: _____