



**City of Willow Park**  
**Planning & Development Department**  
120 El Chico Trail, Ste A  
Willow Park, Texas 76087  
Phone: (817) 441-7108  
[willowpark.org](http://willowpark.org)

**PLAT APPLICATION CHECKLIST**

*City of Willow Park Code of Ordinances – Chapter 10.02*

☐ **REQUIRED DOCUMENTS ON ALL PLATS:**

- Adjacent Property Lines, Streets, Easements
- Names of Adjoining Subdivisions
- Front and Rear Building Setback Lines per Zoning
- Side Setback Lines per Zoning
- All accesses/driveways
- City Boundaries, where applicable
- Date the Drawing was prepared
- Location, Width, Purpose of all Existing Easements
- Location, Width, Purpose of all Proposed Easements
- Consecutively Numbered or Lettered Lots and Blocks
- Map Sheet Size of 18"x24"
- North Arrow
- Name, Address, Telephone, of Property Owner
- Name, Address, Telephone of Developer
- Name, Address, Telephone of Surveyor
- Seal of Registered Land Surveyor
- Consecutively Numbered Plat Notes and Conditions
- City of Willow Park Plat Dedication Language
- Location and Dimensions of Public Use Area
- Graphic Scale of Not Greater Than 1" = 200'
- All Existing and Proposed Street Names
- Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan
- Subdivision Boundary in Bold Lines
- Subdivision Name
- Title Block Identifying Plat Type
- Key Map Scale minimum of 1"= 200'
- Surveyor's Certification of Compliance
- Show relationship of Plat to Existing Water, Sewage, and Drainage
- Designation of Parkland Dedication area (vs. fee), if applicable
- Developer's Agreement (for public improvements/utilities), if applicable

**REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT** *(via email submittal in .pdf format):*

- Completed & executed Plat Application
- Preliminary Plat Drawing including items in “Required Documents on All Plats” and:
  - Preliminary Drainage Plan or Contours to show Topography (*2’ contours are preferred*)
  - Concept Construction Plan
  - Location & dimensions of existing structures
  - Zoning Classification of all properties shown on the Plat
  - Dimensions of all proposed or existing lots
  - Location of 100-year Flood Limits, where applicable
  - If commercial development is planned, provide all Civil Engineering Plans for proposed property, if available
- Payment of Application Fee as per “Development Services Fee” schedule

□ **REQUIRED DOCUMENTS FOR A FINAL PLAT** *(via email submittal in .pdf format):*

- Completed & executed Plat Application
- Final Plat Drawing including “Preliminary Plat” items, those in “Required Documents on All Plats”, and:
  - Drainage Plan
  - Plans for all water and sewer lines
  - Plans for fire hydrants
  - Plans for all proposed streets and sidewalks
  - A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the Final Plat
  - A written and notarized statement that all property taxes and assessments have been paid for past years and up to current date. This statement shall be signed by the owner(s).
  - A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements, and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property (if applicable).
- Payment of Application Fee as per “Development Services Fee” schedule
- **Upon Approval of Final Plat by the City:**
  - Parker County 911 addressing will be done by the City’s Fire Marshal
  - For Plats within Commercial zoning, the filing of the Final Plat may be delayed until infrastructure is complete to allow for adjustments in utility easements and surface improvements. If this is the case, the City will need to do a secondary review for approval of the Final Plat with changes. Upon its secondary approval, the Final Plat will advance to filing status.

- **Filing with Parker County Clerk:**
  - Delivery to Willow Park City Hall:
    - (1) 18"x24" mylar
      - Executed by Property Owner
      - Prepared for execution by Willow Park's Mayor & City Secretary
    - Current printed Parker County Tax Certificate showing all taxes paid to current-to-date
  - Payment to City of Willow Park for administrative and Parker County Filing & Recording Fees
  - City will send an electronic copy of stamped and filed Final Plat to Applicant

□ **REQUIRED DOCUMENTS FOR A REPLAT** (amending a Final Plat/Replat already filed with Parker County) *(via email submittal in .pdf format):*

- Completed & executed Plat Application
- Most recent filed Final Plat or Replat of subject property, for comparison purposes
- Re/Plat drawing, including items in "Required Documents on All Plats", those in "Final Plat" items, and:
  - Drainage Plan or Contours to show Topography (*2' contours are preferred*)
  - Written metes & bounds description
  - Dimensions of all proposed or existing lots
  - Areas in acres for each lot
  - Any existing structures and setback lines
- Affidavit from Lienholder (or original signature on mylar) granting permission for Replat, if applicable
- Payment of Application Fee as per "Development Services Fee" schedule
- **Upon Approval of Replat** *(via delivery to City Hall):*
  - Delivery to Willow Park City Hall:
    - (1) 18"x24" mylar
      - Executed by Property Owner
      - Prepared for execution by Willow Park's Mayor & City Secretary
    - Current printed Parker County Tax Certificate showing all taxes paid current-to-date
  - Payment to City of Willow Park for administrative and Parker County Filing & Recording Fees
  - City will send an electronic copy of stamped and filed Final Plat to Applicant