



APPLICATION FOR PRELIMINARY PLAT

File No.: Application Date:

P & Z: C C:

Applicant: Address: Email Address: Phone No.: Fax No.:

Engineer: Address: Email Address: Phone No.: Fax No.:

Addition or Subdivision Name: Acres: Lots:

FEE: Non-refundable Fee of \$300 plus \$20 per lot Fees are due at the time of application submittal

By submitting this application for approval of a subdivision plat, I understand the following:

- 1. The Engineering Department must review and approve construction plans prior to the submittal of the preliminary plat.
2. Receipt showing that all City of DeSoto property taxes has been paid.
3. All improvements provided on the preliminary plat shall be in conformance with the City of DeSoto standards & requirements.
4. Submit 22 folded 24 x 36 copies of the preliminary plat.
5. Once the plat has been reviewed by staff and corrections made, 12 - 24 x 36 copies and 1 - 11 x 17 copy will need to be submitted to the Planning & Zoning Department.
6. Acceptance by the City of DeSoto Staff does not preclude additional requirements by the City Council.

Applicant Signature Date Owner Signature Date

Applicant Printed Name Owner Printed Name

Property owner must sign application or submit letter of authorization

Received by the City of DeSoto in the amount of \$ City Receipt No.: Dated: Agent for City of DeSoto



ATTENTION: Once application is submitted, the applicant has ninety (90) days to finalize the application with completed plat that addresses all of staff's comments and provide necessary copies for recording. If the application is not completed within this time frame, the applicant will need to resubmit and pay required fees.

CHECK LIST
For
PRELIMINARY PLAT

For Initial Submittal, please provide:

- _____ Completed Application (Including Owner's Signature or letter of authorization)
- _____ Appropriate fee to City of Desoto
- _____ Construction Plans have been approved by the Engineering Department
- _____ The original tax certificates, (for City and School taxes) for each lot or tract of land involved in preliminary plat.
- _____ 22 folded copies (24 x 36) of Preliminary Plat for review

Once staff review is complete and corrections are made, please submit:

- _____ 12 corrected copies (24 x 36) of the Preliminary Plat for P & Z Commission Meeting.
- _____ 1 copy (11 x 17) of Preliminary Plat
- _____ *Digital presentation materials (i.e., power point) for P&Z and City Council meetings.

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for the P&Z and City Council meetings, must be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***