



FOR OFFICE USE ONLY	
Project No.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____
\$250.00 Construction Plan Application Fees 1415.32060	
\$10.00 Technology Fee 1415.37265	

CONSTRUCTION PLAN REVIEW APPLICATION & WAIVER REQUEST APPLICATION

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

- Construction Application Fee of \$250.00 + Technology Fee of \$10.00 a total of \$260.00 (due at time of Submission of Application)
- Application provided by City of Amarillo completed in full. Please attach pages if additional information is provided.
- Is the Drainage Report Included,
 - Yes No - Provide justification:
 - Unit contains 3 or less lots
 - Drainage Report was part of another unit or Preliminary, specify: _____
 - Other _____
- Is the project located in a Floodzone?
 - Yes No If yes, is a copy of CLOMR/LOMR included Yes No
 - Construction Plans meet requirements of the City of Amarillo's Development Policy Manual
 - Construction Plans provided on 11" x 17" sheets - Required
 - Construction Plans Signed and Sealed by a Registered Professional Engineer or Statement of Interim Review on all sheets.
 - Copy of approved Preliminary Plan attached
- Does the project connect to a TxDOT roadway? Yes No If yes, a TxDOT Driveway Permit Application should be completed and attached
- Digital Copy provided (either CD or Thumb Drive)

WAIVER REQUEST APPLICATION

- Was a waiver requested for any improvements? Yes No
- If yes, is the approved waiver request attached? Yes No

Subdivision Name: _____ **Map Section:** _____

Jurisdiction: City Limits ETJ; County: _____ **Total Acreage:** _____ **Total No. of Lots:** _____

Land Use: (Existing) _____ (Proposed) _____

Owner's Engineer (Main contact person)

Firm Name (if applicable): _____ **Tx Reg No.** _____

Address: _____ **State:** _____ **Zip Code:** _____

Engineer of Record: _____ **Tx Reg No.** _____

Telephone: (____) _____ **Email:** _____

Secondary Contact Name: _____

Telephone: (____) _____ **Email:** _____

Developer: _____

Firm Name (if applicable): _____

Address: _____ **State:** _____ **Zip Code:** _____

Telephone: (____) _____ **Email:** _____

Property Owner(s): _____

Company Name (if applicable): _____

Address: _____

Telephone: (____) _____ **Email:** _____

MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION (ONLY CHECK ONE)

Developer (Main contact person responsible for application)

Representing this request as an owner of the subject property. As the Developer, I shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

Developer(s) Name(s) Printed Signature of Developer(s) Date

Developer's Agent (Main contact person responsible for application)

In lieu of representing this request as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

Agent's Name Printed Signature of Agent Date

SIGNATURE BELOW IS ONLY REQUIRED BY OWNER WHEN USING AGENT

Before me, the undersigned authority, on this day personally appeared _____
(Owner(s) Name) known to me to be the persons whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

This instrument was acknowledged before me on this the _____ day of _____, 20____

By _____

Notary Public

I, _____ the Engineer of Record of the _____
construction plans hereby grant permission to the City of Amarillo to reproduce
_____ construction plans for a Public Information request. I Do not grant permission
to the resale or use the construction plans in a manner that would exploit or cause malicious representation
toward me or my company and associates.

Engineer's Name Printed Signature of Engineer Date

FOR OFFICE USE ONLY

Request #: _____ FILING FEE RECEIPT NO.: _____
 SUBMITTAL DATE: _____ INITIAL: _____
 \$800.00 Subdivision Improvement Waiver Fee 1415.32035
 \$10.00 Technology Fee 1415.37265

SUBDIVISION IMPROVEMENT WAIVER REQUEST APPLICATION

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:
Please identify type of Waiver
 Subdivision Improvement Waiver: Fee of \$800.00 + Technology Fee of \$10.00 a total of \$810.00(due at time of Submission of Application).
 Application provided by City of Amarillo completed in full. Please attach pages if additional information is provided.

Legal Description: Lot _____ Block _____ Subdivision _____ Map Section: _____
Other: _____
Type of Improvement: Street Surfacing Curbs & Gutters Sidewalks Alley Water and Sewer Service Drainage Plan
 Note: Any change to the scope of project of this request will void the approved subdivision waiver request.

APPLICABLE CONDITIONS: Check or mark all conditions that apply (At least two (2) must exist to qualify for a waiver)
 Allocation of City funding for the project is not immediately available.
 The Plat or Lot(s) to be developed contain(s) only partial or isolated improvements and the proposed improvements will not tie to existing improvements.
 The adjacent Street(s), road or highway is under the Texas Department of Transportation's maintenance and the Texas Department of Transportation has no immediate plans for any improvements for construction.
 Special conditions applicable to the property exist related to its location, public improvements, or the lack of improvements. Please Describe: _____

 The waiver will not be materially detrimental to the public welfare, public safety, use, enjoyment and value of adjacent property.

Requestor (Main contact person): _____
 Company Name (if applicable): _____
 Address: _____ State: _____ Zip Code: _____
 Telephone: (____) _____ Email: _____

Developer: _____
 Firm Name (if applicable): _____
 Address: _____ State: _____ Zip Code: _____
 Telephone: (____) _____ Email: _____

Property Owner(s): _____
 Company Name (if applicable): _____
 Address: _____ State: _____ Zip Code: _____
 Telephone: (____) _____ Email: _____

I have read the attached Section 4-6-122 Waiver, Chapter 4-6 "Platting and Subdivision Improvements and Maintenance" of the City of Amarillo Municipal Code and request this waiver be granted.

 Signature of Requestor Date

How to Submit an Application

You have three options for application submittal:

Please note that effective 04/02/2021, new FTP site instructions have been uploaded and the host and login information have changed

1. Email (with all required attachments) to development@amarillo.gov. *Preferred - less than 9 MB*

2. (For large files - more than 9 MB) Electronic submittal via the [File Transfer Protocol \(FTP\) site](#).

Please follow the [Document Preparation Guidelines](#) for uploading to the FTP Site.

3. Physically delivering the application to the Development Services counter - Please check in with the front desk or call 806-378-5263 to make arrangements.

Please note that payment of any application fees is required before an application can be deemed completed and eligible for review. Payment may be submitted through US mail, hand delivery, or credit card (may be taken over the phone or in person).

Note: Applications are available [here](#)