



<b>FOR OFFICE USE ONLY</b>	
CASE NO.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____
JD Edwards Account # : 1720.33210	

**PRELIMINARY PLAN APPLICATION**

**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**

**MINIMUM SUBMITTAL REQUIREMENTS:**

- Applicable Fee.
  - See Planning Department
- Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- One folded copy and/or digital copy of the plan.
- The attached Preliminary Plan checklist with all items checked off or a brief explanation of why they are not.

<b>Proposed Subdivision Name:</b> _____	<b>Unit#</b>
Jurisdiction: <input type="checkbox"/> City Limits <input type="checkbox"/> ETJ    County: _____    Total Acreage: _____    Total No. of Lots: _____	
Legal Description: _____	
Land Use: (Existing) _____ (Proposed) _____	
Zoning: (Existing) _____ (Proposed) _____	
R.O.W. Acreage: _____    No. of Lots by Zoning District    ____/____    ____/____    ____/____	
Average size (sq. ft.) of each Residential Lot by Zoning District:    ____/____    ____/____    ____/____	
Floodplain Acreage: _____	
Tax I.D. No.: _____	

<b>Property Owner(s):</b> _____
Firm Name (if applicable): _____
Address: _____
Telephone: (____) _____    Email: _____

<b>Owner's Surveyor</b>
Firm Name (if applicable): _____
Address: _____
Primary Contact Name: _____
Telephone: (____) _____    Email: _____
Secondary Contact Name: _____
Telephone: (____) _____    Email: _____

<b>Owner's Engineer</b>
Firm Name (if applicable): _____
Address: _____
Primary Contact Name: _____
Telephone: (____) _____    Email: _____
Secondary Contact Name: _____
Telephone: (____) _____    Email: _____

**MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION (ONLY CHECK ONE)**

**Owner** (Main contact person responsible for application)

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

\_\_\_\_\_  
Owner(s) Name(s) Printed      Signature of Owner(s)      Date

**Owner'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

**NOTARIZED SIGNATURE IS REQUIRED WHEN OWNER DESIGNATES 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.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature      Date

**PRELIMINARY PLAN MINIMUM REQUIREMENTS (ALL CITY ORDINANCES MUST BE MET) INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- One folded 24" x 36" sheet(s) to scale of 100' per inch (or larger). Include the words "PRELIMINARY PLAN-NOT FOR RECORD" in letters 1/2" high. One digital copy of same.
- If more than one sheet, an index sheet showing entire subdivision at a scale of 500' per inch or larger.
- Title Block with the following information:
  - Proposed name of subdivision and applicable unit(s) or addition(s).
  - Legal description of property.
  - Total Acreage intended to be developed.
  - Date of preparation (including date the plan was submitted and dates of any revisions to the plan)
- Vicinity map which includes enough of surrounding area to show general location of subject property in relationship to Amarillo and its City Limits. No scale is required
- North Arrow
- Engineer's scale in feet (graphic representation)
- Subdivision boundary identified by heavy solid lines. Boundary must include the entirety of contiguously owned property up to a full section (parent tract).
- Descriptions by metes and bounds of the subdivision which shall close within accepted land survey standards. (Labeled on boundary lines, not separate metes and bounds description.)
- Lot corner markers and survey monuments (by symbol) are clearly tied to basic survey data.
- Location of the 100-Year Floodplain and floodway, if applicable, according to the most recent available FEMA data or best information available
- Topographic information, including existing and proposed contours at 2' intervals.
- All applicable signature blocks:
  - Ownership
  - Surveyor
  - Notary certificates and seals
- Lot dimensions and lot areas
- Number or letter identifying each lot or tract and each block
- Name of proposed streets
- The location and description of adjacent property within 200' of proposed plat denoted with a thin solid line. Include all existing platting information such as county deed records, location of existing streets, blocks, lots, alleys, easements, or other significant features.
- The location and description with accurate dimensions (bearing, length, curve data, etc.) for the following:
 

Existing	Proposed	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets. Continuous or end in a cul-de-sac
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public R.O.W. locations and widths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private R.O.W. locations and widths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street offsets and/or intersection angles meet ordinances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alleys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements (including any required off-site easements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data illustrating schematic routing of water and sewer systems as well as information indicating pipe sizes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage structures and improvements including underground storm sewer and all overland systems (flow line of existing watercourses) showing where these will discharge.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well site locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot or tract and each block (numbered sequentially)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parks, school site, PID common areas, or other public facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed phases. Each phase must be able to stand alone to meet ordinance requirements and phases must be Final Platted in sequential order as shown on the Preliminary Plan.

This information is necessary to help staff identify the appropriate standards to review the application and will be used to help determine if the application qualifies for vesting to a previous ordinance. Notwithstanding any assertion made, vesting is limited to that which is provided in Chapter 245 of the Texas Local Government Code or other applicable law.

Is this application a continuation of a project that has received prior City platting approval(s) and are you requesting the application be reviewed under previous ordinance as applicable?

- Yes
- No

If yes, provide information regarding the first approved application and any related subsequent applications (provide additional sheets if necessary):

Project Name: \_\_\_\_\_

City Project No. (if known): \_\_\_\_\_

Date/Timeframe when submitted: \_\_\_\_\_

Request waiver to subdivision regulations and reason for same (if applicable):

Regarding the waiver request, explain how:

1) There are special circumstances or conditions affecting the land involved such that strict application of the subdivision regulations will deprive the property owner of the reasonable use of his land.

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2) The waiver is necessary for the preservation and enjoyment of a substantial property right of the property owner.

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3) The granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area, or to the City in administering subdivision regulations.

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4) The granting of the waiver will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of the Subdivision Ordinance.

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**NOTE:** Before a Final Plat can be submitted for approval, the property must be zoned appropriately, all off-site easements must be filed of record, and all public improvements must be constructed and accepted, or secured to be constructed. Preliminary plans that show public improvements will necessitate the following construction plans being submitted for review and approval as applicable.

- Street, alley, and sidewalk plans
- Drainage report
- Storm drainage plans
- Erosion control plan
- Sewer plans
- Water plans

**CERTIFICATION**

I hereby certify that the above information and the attached plan are true and correct to the best of my knowledge. I understand that, while the City of Amarillo agrees to receive this Preliminary Plan, the application is not considered to be filed with the City unless and until all required documents and fees have been submitted, as noted on page one (1).

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor's Printed Name: \_\_\_\_\_

Surveyor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**