



TOWN OF BARTONVILLE DEVELOPMENT APPLICATION

Application Type (check all applicable):

- ☐ Sketch Plat ☐ Land Study ☐ Preliminary ☐ Final
☐ Development ☐ Replat ☐ Amending Plat

Current Legal Description: _____

Proposed Subdivision Name: _____ ☐ In Town Limits ☐ In ETJ

Current Zoning: _____ Concurrent Zoning Change Req.? ☐ Yes (zoning change request attached) ☐ No

Proposed Zoning (if applicable): _____ No. Proposed Lots: _____ Total Acres: _____

Seeking Waiver/Suspension: ☐ Yes ☐ No If yes, please submit required information pursuant to Sec. 1.11 of Ordinance No. 336-03

Owner: _____ Phone: _____

Address: _____

Please Note: If applicant is different from current owner a notarized statement, authorizing the applicant to act as owner's agent, must accompany this application along with submittal fees in accordance with the Town's adopted Fee schedule

Applicant: _____ Phone: _____

Address: _____ Fax: _____

I understand that it is unlawful for any person to knowingly or willfully misrepresent, or fail to include, any information required by the Development Ordinance on this application. I further understand that misrepresentation, or deliberate omission, of facts pertaining to the land study or plat shall constitute grounds for denial of the land study or plat.

Applicant Signature

Date

Office Use Only:	Fee Pd: _____	Check # _____	Date: _____
Schedule:	DRC: _____	P&Z: _____	TC: _____
Zoning Change? <input type="checkbox"/> Y <input type="checkbox"/> N	From _____ to _____	Publish Date: _____	Hearing Date: _____
<input type="checkbox"/> Street Construction	<input type="checkbox"/> Public Improvements	<input type="checkbox"/> Easements	<input type="checkbox"/> Simultaneous Submit
Hearing Req? <input type="checkbox"/> Y <input type="checkbox"/> N	Tax Certificate? <input type="checkbox"/> Y <input type="checkbox"/> N		
Disbursement: <input type="checkbox"/> Gas Co.	<input type="checkbox"/> Town Engineer/Planner	<input type="checkbox"/> Town Attorney	<input type="checkbox"/> DRC Members
<input type="checkbox"/> Elec Co.	<input type="checkbox"/> Cable Co.	<input type="checkbox"/> Fire Chief	<input type="checkbox"/> Water Supply

PROCEDURES:

Please see the attached submittal schedule. The Town strictly adheres to this schedule due to legal requirements; **no exceptions will be made.**

1. Submit sketch plat for staff review and Development Review Committee (DRC), if necessary.
2. Submit Land Study for DRC if one of the following circumstances exists:
 - a. Any tract of land over fifty (50) acres in size, or for a smaller tract, where the land is part of a larger parcel over fifty (50) acres in size, which is ultimately to be developed under the Town's Development Ordinance.
 - b. In conjunction with a development plat; or
 - c. In any case where a road is to be established or realigned.
3. Submit Preliminary Plat, including utility plans, tax certificate, and related documents (a final plat may be submitted concurrently, but must include all required information).
 - a. DRC Meeting on Preliminary Plat, if needed.
 - b. P&Z Meeting on Preliminary Plat
 - c. Council Meeting on Preliminary Plat
4. Submit Final Plat, engineering and construction plans and related documents.
 - a. DRC Meeting on Final Plat, if needed.
 - b. P&Z Meeting on Final Plat
 - c. Council Meeting on Final Plat (If Infrastructure is to be constructed)
5. Submit approved Final Plat for filing, along with necessary filing fees.

SUBMITTAL REQUIREMENTS:

Sketch Plat -	If a DRC meeting is required, Copies can be submitted electronically.
Land Study -	Prepared by a qualified civil engineer, land planner, architect, or surveyor; Please submit all copies electronically.
Preliminary Plat, Final Plat, Development Plat, Replat, Amending Plat -	DRC – Please submit Electronically P&Z - Please submit all copies electronically. Council -Please submit all copies electronically.
Filing Requirements -	1 copy measuring 18" X 24" Filing Fees in the form of a business check make payable to the Denton County Clerk's Office. A call to the Clerk's office at 940.349.2000, will confirm the fee amount.



NOTARY FORM Town of Bartonville

THE FOLLOWING IS TO BE COMPLETED ONLY IF A PERSON OTHER THAN THE OWNER IS MAKING THIS APPLICATION.

Dated: _____

I, _____, owner of the Property located at _____ do hereby certify that I have given my permission to _____, to make an application (check one) on my behalf.

- ☐ Sketch Plat
- ☐ Development
- ☐ Land Study
- ☐ Replat
- ☐ Preliminary
- ☐ Amending Plat
- ☐ Final Plat

Print Name

Signature of Owner

Address

Phone No.

State of Texas §
County of _____ §

Before me, _____, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

(Seal)

Notary Public's Signature