



# Plat Application Packet

## Community Development Department

City File No. (STAFF ONLY): \_\_\_\_\_

Select the type of application being submitted by checking the appropriate box below:

<input type="checkbox"/> Final Plat (Minor) <input type="checkbox"/> Final Plat (Replat) <input type="checkbox"/> Final Plat (Standard Plat) <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Written Response to Plat Approved with Conditions or Disapproved	<input type="checkbox"/> Vacating Plat <input type="checkbox"/> Amending/Correction Plat <input type="checkbox"/> Other _____
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**PROPERTY DESCRIPTION:**

Address or Location:		
Legal Description:		
Subdivision:	Lot:	Block:
Total Land Area (acres/sq. ft.):		
Current Zoning Class:	Proposed Zoning Class:	
Current Use:	Proposed Use:	

**OWNER:**

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:

**APPLICANT (If not Owner SEE PAGE 3):**

Name/Entity:	Contact Person:
Phone:	Cell Phone:
Address:	Email:
City, State, Zip:	Fax:



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### ACKNOWLEDGEMENTS:

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I am now or will be fully prepared to present the above proposal to the Planning and Zoning Commission and/or City Council, if required.

I understand that applications will only be accepted on published submittal dates, as listed on the Plat Application Submittal Calendar, and that all applicable engineering review processes must be completed prior to submitting a platting application

I understand that information provided with this submittal, or in any revised submittals, may be presented to the Planning and Zoning Commission, City Council, or otherwise provided to the public. I acknowledge that incomplete applications will not be accepted.

I understand that electronic public meeting presentation materials (PDF, PowerPoint, or similar) must be submitted with this application to be used with City presentation technology. If such materials are not submitted with the application, the City will not provide access to its presentation technology, and I may only present physical materials in person. I further understand that all electronic materials must comply with applicable laws, and the City reserves the right to refuse to broadcast or display materials that are obscene, unlawful, or otherwise illegal.

I acknowledge that it is my responsibility to attend or be represented at all applicable public meetings regarding this application and to provide information necessary to demonstrate compliance with applicable City regulations.

I understand that a public meeting fee is required for every public meeting at which this application is considered. This includes cases where a written response is submitted in response to a plat that was previously approved with conditions or denied. I further understand that the application will not be accepted or processed without payment of the required fee.

I understand that, if approved, the plat will not be recorded until any applicable developer's agreements with the City of Benbrook and/or the Benbrook Water Authority have been executed and all required fees have been paid.

I understand that the filing and review fees are not refundable.

### SIGNED:

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** If this case is going to be represented by person(s) other than the owner, an "Agent Authorization" will be required to be signed and notarized on page 3 of this application.





# PLAT APPLICATION PACKET

**STAFF CONTACT INFORMATION.** For questions regarding plat applications or to schedule a time to submit a plat application, please email [planning@benbrook-tx.gov](mailto:planning@benbrook-tx.gov) or call 817-249-6060.

**ENGINEERING REVIEW REQUIRED.** Prior to submitting a plat application, engineering plans must be approved by the City Engineer (Sketch Plat applications do not require engineering plan review prior to submittal).

**PLAT APPLICATION SUBMITTAL DATES.** See page 6 to review the submittal dates for new plat applications; and for written responses to plats previously approved with conditions or disapproved.

## PLAT APPLICATION SUBMITTAL CHECKLIST

The following table provides a list of required materials for each type of plat application:

Required Submission Materials for Plats (See p. 5 for item description/instructions)	Sketch Plat	Minor Plat / Minor Replat	Amending Plat	Preliminary Plat	Final Plat / Replat	Written Response to Plat Approved with Conditions or Disapproved
Plat Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plat Application Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plat Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Meeting Presentation Materials	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Response	N/A	N/A	N/A	N/A	N/A	<input type="checkbox"/>





# PLAT APPLICATION PACKET

## CHECKLIST ITEMS DESCRIPTIONS/INSTRUCTIONS

**PLAT APPLICATION.** Applicants must submit a complete plat/development application. For questions regarding plat applications or to schedule a time to submit a plat application, please email [planning@benbrook-tx.gov](mailto:planning@benbrook-tx.gov) or call 817-249-6060.

**PLAT APPLICATION FEE.** Applicants must submit the plat application fee as follows:

1. Sketch Plat	\$150
2. Amending Plat	\$150
3. Minor Plat or Replat	\$150
4. Preliminary Plat	\$300
5. Final Plat (standard plat process)	\$300
6. Public Meeting Fee (applied when a public meeting is required before a board, commission, or city council)	\$300 (per meeting)

### ADDITIONAL TARRANT COUNTY FEES MAY APPLY

**PLAT SHEETS.** All plat sheets must conform to the form and content requirements of Title 16 of the Benbrook Municipal Code (BMC), as follows:

- Sketch Plat – Section 16.16.020.A.1
- Preliminary Plat – 16.16.020.B.3
- Final Plat / Replat / Minor Plat / Minor Replat / Amending Plat – 16.16.020.C.3

**PUBLIC MEETING PRESENTATION MATERIALS:** Required at the time of application submittal if the applicant wishes to use City presentation technology during the public meeting.

Applicants may submit PDF, PowerPoint, or other electronic materials for the Planning and Zoning Commission or City Council. Materials not submitted with the application will not be accepted for use with City technology. Applicants may still present physical materials in person.

All submitted materials must comply with applicable laws, and the City reserves the right to refuse to broadcast or display materials that are obscene, unlawful, or otherwise illegal.

**DIGITAL DOCUMENTS.** In addition to a physical copy of all submitted documents, provide 2 CDs or USB Flash Drives with digital copies of all submitted documents. Each required item must be submitted as an individual PDF, combining all sheets.

**WRITTEN RESPONSE.** For plats that were approved with conditions or disapproved, the applicant may submit a written response to the approving authority that satisfies each condition for the plat's conditional approval or remedies each reason for the plat's disapproval.





# PLAT APPLICATION PACKET

## PLAT APPLICATION SUBMITTAL CALENDAR

**SUBMITTAL DATES.** New plat applications, or written responses to a plat which was either approved with conditions or disapproved, may be submitted to staff, only on dates as shown on the following table:

New Plat Application Filing Dates	Written Response Submittal Dates	P&Z Meeting
12-Nov-25	1-Dec-25	11-Dec-25
10-Dec-25	29-Dec-25	08-Jan-26
14-Jan-26	29-Jan-26	12-Feb-26
11-Feb-26	26-Feb-26	12-Mar-26
11-Mar-26	26-Mar-26	09-Apr-26
15-Apr-26	30-Apr-26	14-May-26
13-May-26	28-May-26	11-Jun-26
10-Jun-26	25-Jun-26	09-Jul-26
15-Jul-26	30-Jul-26	13-Aug-26
12-Aug-26	27-Aug-26	10-Sep-26
09-Sep-26	24-Sep-26	08-Oct-26
14-Oct-26	29-Oct-26	12-Nov-26
11-Nov-26	30-Nov-26	10-Dec-26
16-Dec-26	30-Dec-26	14-Jan-27

**Application Filing Date:** A monthly date the Planning and Zoning Commission accepts applications with complete submittals, requiring P&Z consideration.

- *Please note, complete submittals contain final versions of documents for consideration, which are used to create the staff report and **must be submitted by noon (12PM) on the Filing Date.***
- Contact Planning Staff to schedule a submittal.

**Written Response Acceptance Date:** The monthly date the Planning and Zoning Commission accepts written response submittals for plats which were previously approved with conditions or disapproved.

- Contact Planning Staff to schedule a submittal.

**P&Z Meeting:** The dates throughout the year the Planning and Zoning Commission hold their monthly meetings; the 2<sup>nd</sup> Thursday of every month.

