

City of Mineral Wells

Plat Application

Type of Request (check one):

- ☐ Replat (\$250)
☐ Short Form Plat (\$350)
☐ Preliminary Plat (\$350 + \$4/Lot)
☐ Final Plat (\$350 + \$4/Lot)
☐ Vacation of Plat/Amended Plat/Site Development Plan (\$350)

OFFICE USE:

Case No.: _____
Fee Pd.: _____
Received By: _____
Date Received: _____

NOTE: Please type or print legibly. (Proposed Plat will need to be submitted with application)

Legal Description of Property: _____

Current Zoning Classification: _____ Number of Lots: _____ Acres: _____

Reason for Request: _____

Name of Applicant: _____ Phone No.: _____

Mailing Address: _____ City, State, Zip: _____

Email: _____

Survey/Engineer (If Applicable): _____ Phone No.: _____

Name of Property Owner: _____ Phone No.: _____

Mailing Address: _____ City, State, Zip: _____

Email: _____

I hereby certify that all information contained herein is true and correct, and that all required submissions (see attached information) have been submitted.

Signature of Applicant _____ Date _____

Signature of Property Owner _____ Date _____

OFFICE USE ONLY:

This application was ☐ Conditionally Approved ☐ Approved ☐ Disapproved
by the City Council on _____ (date). Ord. No. _____.

Director of Planning & Zoning

Date

City of Mineral Wells Plat Application

Information

Submission requirements: The completed application, along with **all** required documentation **and** the required fee must be submitted **at least 21 days prior to the Planning and Zoning Commission meeting date**. Your application cannot be processed until all documentation and the required fee are submitted. Required documentation: completed application, plat, and other related information that may be helpful regarding your case.

Where do you begin the plat application process?

City of Mineral Wells Inspection Department, 211 S.W. 1st Avenue, P.O. Box 460, Mineral Wells, Texas 76068
Phone: (940) 328-7715

Procedure: Submit the completed application with the required fee and all required documentation at least 21 days prior to the Commission meeting. The fee is nonrefundable. After submitting the application, property owners within 200 feet of the site are notified. At the scheduled public hearing, the Commission will make a recommendation to the City Council. The City Council will hold a public hearing at their regularly scheduled meeting and will take final action on the case. **The Planning and Zoning Commission meets on the first Monday of each month at 5:30 p.m.** in the Council Chambers in the City Hall Annex, located at 115 S.W. 1st Street. **The City Council meets on the first and third Tuesday of each month at 6:00 p.m.** at the same location.

How long will this process take?

The plat application process takes about two months to complete. However, the time required to process a request varies. It depends on the case, submittal date, and any revision that may result from the public hearings.

What to do Next:

Once your plat has been approved by the Planning and Zoning Commission and City Council you will need to bring a Mylar Copy of the plat to the city to get signed by the City Clerk, Mayor, Planning and Zoning Commissioner. Once Mylar has been signed by City Officials you will need to take the plat to the County Clerk to be filled.