



CITY OF HASLET
SITE PLAN APPLICATION
101 Main Street-Haslet, TX 76052
(817) 439-5931 – Fax (817) 439-1606

Date: _____

Has the applicant reviewed the most current copy of the City of Haslet Subdivision and Zoning ordinances? _____

Proposed Subdivision Name _____

Section No. _____ Lot and Block No. _____

Number of Lots/Tracts _____ Number of Acres _____

Existing Land Use _____

Proposed Land Use _____

ENGINEER/SURVEYOR INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

DEVELOPER INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

PROPERTY OWNER INFORMATION
(for multiple owners – please submit information on each owner)

Name _____

Address _____

Telephone No. _____ Fax No. _____

If the property owner(s) is (are) represented by an authorized agent, please complete the following:

Agent's Name _____ Agent's Title _____

Agent's Address _____

Agent's Telephone No. _____ Fax No. _____

OWNER CERTIFICATION

This is to certify that _____
(when owner(s) is/are an individual(s))

The undersigned is/are the sole owner(s) of the property described above on the date of this application.

Owner Signature

Owner Signature

This is to certify that _____
(Owner(s) or Corporation name)

Acting by and through the undersigned, its duly authorized agent is/are the sole owner(s) of the property described above on the date of this application.

Agent Signature

*Variances-Please note that any request for variances with the Site Plan requires a submission of a variance application form(s), supporting documentation and fees.

Site Plan Application Checklist

Omission of any of the following items from this site plan submission may be cause for rejection of this application.

- Completed Site Plan application.
- An electronic copy of submittal items.
- Initial submission of 2 complete sets. Additional submittals will be required after reviews have been performed. (Must be complete or have supporting documentation with required information per City of Haslet Code of Ordinance, Chapter 14 Zoning Ordinance)
- The legal description to include the metes and bounds of the proposed development.
- All required fees have been paid.

For Office Use Only

Date when the application was received _____.

Was the application complete? _____. If no, was applicant informed that the application would not be accepted? _____.

List items missing and whether applicant will resubmit _____

_____ Date when the application was accepted as complete.

- Did applicant meet with Staff prior to submittal of application?
- Is property platted?
- Will a Zoning change be required?
- Is/Are Variance(s) requested?
- Copy to City Secretary
- Copy to Planning and Zoning Secretary
- Copy to City Engineer
- Received comments from City Engineer _____ Comments to Applicant
- Copy to Director of Public Works
- Notification letters sent to property owners when appropriate
- Legal notice published in paper when appropriate
- Planning and Zoning Meeting Approved Denied
- City Council Meeting Approved Denied