



**City of Willow Park**  
**Planning & Development Department**  
516 Ranch House Road  
Willow Park, Texas 76087  
Phone: (817) 441-7108  
willowpark.org

**PLAT REVIEW CHECKLIST**

*City of Willow Park Code of Ordinances – Chapter 10.02*

**✕ REQUIRED DOCUMENTS ON ALL PLATS:**

- Adjacent Property Lines, Streets, Easements
- Names of Owners of Property within 200 feet
- Names of Adjoining Subdivisions
- Front and Rear Building Setback Lines per Zoning
- Side Setback Lines per Zoning
- All accesses/driveways
- City Boundaries, where applicable
- Date the Drawing was Prepared
- Location, Width, Purpose of all Existing Easements
- Location, Width, Purpose of all Proposed Easements
- Consecutively Numbered or Lettered Lots and Blocks
- Map Sheet Size of 18"x24"
- North Arrow
- Name, Address, Telephone, of Property Owner
- Name, Address, Telephone of Developer
- Name, Address, Telephone of Surveyor
- Seal of Registered Land Surveyor **Preliminary Plat - NA**
- Consecutively Numbered Plat Notes and Conditions
- City of Willow Park Plat Dedication Language
- Location and Dimensions of Public Use Area
- Graphic Scale of Not Greater Than 1" = 200'
- All Existing and Proposed Street Names
- Dimensions of All Existing and Proposed Rights-of-Way as Specified on Master Thoroughfare Plan
- Subdivision Boundary in Bold Lines
- Subdivision Name
- Title Block Identifying Plat Type
- Key Map at 1"=2000'
- Surveyor's Certification of Compliance
- Show relationship of Plat to Existing Water, Sewage, and Drainage
- Developer's Agreement, if applicable

✕ **REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT** *(via email submittal in .pdf format):*

- Completed & executed Plat Application
- Preliminary Plat Drawing including items in “Required Documents on All Plats” and:
  - Preliminary Drainage Plan
  - Concept Construction Plan
  - Tree Survey **NA**
  - Location & dimensions of existing structures
  - Sectionalizing or phasing of Plats
  - Zoning Classification of all properties shown on the Plat
  - Dimensions of all proposed or existing lots
  - Location of 100-year Flood Limits where applicable
- Payment of Application Fee as per “Development Services Fee” schedule

□ **REQUIRED DOCUMENTS FOR A FINAL PLAT** *(via email submittal in .pdf format):*

- Completed & executed Plat Application
- Final Plat Drawing including “Preliminary Plat” items, those in “Required Documents on All Plats”, and:
  - Drainage Plan
  - Plans for all water and sewer lines
  - Plans for fire hydrants
  - Plans for all proposed streets and sidewalks
  - A written and notarized statement describing the minimum improvements which the subdivider agrees to provide, conditional upon City Council approval of the Final Plat
  - A written and notarized statement that all property taxes and assessments have been paid for past years and up to current date. This statement shall be signed by the owner(s).
  - A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements, and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property (if applicable).
- Payment of Application Fee as per “Development Services Fee” schedule
- **Upon Approval of Final Plat** *(via delivery to City Hall):*
  - (1) 18”x24” mylar (with Mayor & City Secretary signature lines) to City Hall
  - Current printed Parker County Tax Certificate showing all taxes paid
    - **After Filing:**
      - Reimbursement to City for Filing & Recording Fees with Parker County Clerk

- **REQUIRED DOCUMENTS FOR A REPLAT, MINOR REPLAT, AMENDED PLAT, or VACATING PLAT**  
*(via email submittal in .pdf format):*
  - Completed & executed Plat Application
  - Original Final Plat drawing for comparison
  - Re/Plat drawing including items in “Required Documents on All Plats”, those in “Final Plat” items, and:
    - Drainage Plan
    - Written metes & bounds description
    - Dimensions of all proposed or existing lots
    - Areas in acres for each lot
    - Any existing structures and setback lines
  - Payment of Application Fee as per “Development Services Fee” schedule
    - **Upon Approval of Replat** *(via delivery to City Hall):*
    - (1) 18”x24” mylar (with Mayor & City Secretary signature lines)
    - Current printed Parker County Tax Certificate showing all taxes paid
- **After Filing:**
  - Reimbursement to City for Filing & Recording Fees with Parker County Clerk