



## PLAT APPLICATION

The following items must be received **no later than 3:00 PM on the application submittal date** and all required items shall be submitted at time of application in order to be deemed a complete submittal. Applications will only be accepted on submittal dates and will not be accepted later or earlier than dates per the submittal schedule.

All applications must be submitted electronically to [DevServ@burlesontx.com](mailto:DevServ@burlesontx.com) or uploaded at <https://etrakit.burlesontx.com>

**Type of Request (Please check the appropriate box to indicate the type of development request)**

- PP - Preliminary Plat ( Residential \$850 + \$15/lot) (Non-residential \$500 + \$20/acre)
- FP - Final Plat ( Residential \$500 + \$10/lot) (Non-residential \$500 + \$15/acre)
- RP – Replat (\$500 + \$10/lot)
- MP - Minor Plat (\$400) see note \* below regarding Minor Plat requirements
- AP - Amending Plat (\$350)
- Vacating Plat (\$300)

PP	FP	RP	MP	AP	X = ITEM REQUIRED TO BE ACCEPTED AT SUBMITTAL E = ITEM STRONGLY ENCOURAGED
X					Preliminary Water, Sewer and Drainage Plan – prepared by a licensed Professional Engineer in the state of Texas. The plan should be stamped “Preliminary – Not for Construction”.
	E	E			<b>Optional:</b> Preliminary or Final Construction Plans may be submitted but will not follow the schedule for plat review <b>NOTE: If no public improvements are proposed, then a utility/drainage exhibit is required.</b>
		X	X	X	<b>Utility and Drainage Exhibit - Must be on a SEPARATE copy of submitted plat.</b>
		X	X	X	Letter from water company providing service to property with size(s) and location(s) of water line(s) and approximate location of nearest fire hydrant
		X	X	X	Letter from fire department providing fire protection to property <i>if outside Burleson city limits</i>
X					<b>Connectivity Plan</b>
E	E				<b>Traffic Impact Analysis –TIA – (See Section 5.2B, Subdivision and Development Ordinance). Traffic model files are required with the TIA submittal.</b>
X	X	X	X	X	<b>Electronic media (or email) containing all plans .pdf format;</b> all plans must be based on State Plan coordinate system ( NAD83’) with a clear and legible metes and bounds description of the property on the plat face

**Engineering Fees:**

[ ] TIA/Traffic Analysis (\$1,000 application fee (due at submittal) + Cost of Consultant Review (due prior to final acceptance of study). Please submit to [pwdeveng@burlesontx.com](mailto:pwdeveng@burlesontx.com)

[ ] Flood Study (\$1,000 application fee (due at submittal) + Cost of Consultant Review (due prior to final acceptance of study). Please submit to [pwdeveng@burlesontx.com](mailto:pwdeveng@burlesontx.com)

**\*Minor Plats**

A plat may not be considered a Minor Plat unless **all** proposed lot(s) front an existing public street.

Any plat proposing access to lot(s) through a private access easement **shall** be considered a Final Plat and will require all documents above if warranted.

### Regarding JCSUD and TxDOT

Any proposed development located within Johnson County Special Utility District (JCSUD) jurisdiction requires all lot(s) to have direct access to a public street. **JCSUD will not** provide water services via a private access easement. Any development proposing drive connections to a TxDOT state highway or drainage improvements affecting or discharging into TxDOT's drainage system; shall require at a minimum, conceptual approval from TxDOT prior to forwarding the case to the Planning and Zoning Commission for consideration. City staff will forward all submittals to TxDOT on behalf of the developer.

Additional documents may be required once staff has reviewed the submittal, which may result in a delay of the case moving forward for consideration by the Planning and Zoning Commission and the City Council. These documents may include but are not limited to detention study, flood study, LOMR preparation, additional information regarding a TIA, etc.

I hereby certify that this application is in conformance with the requirements of the City's Subdivision Ordinance, as amended and other ordinances, maps, and codes of the City of Burleson that pertain to this submittal. I further certify that all required documents listed on this application have been provided and if the application is deemed incomplete, understand the case may be rejected. I understand that it is my responsibility to have the Applicant, Owner or other authorized agent present at the Planning and Zoning Commission and City Council meetings. Should an authorized person not be at the meeting to represent the application, I understand that the Commission or Council may continue this item to a future date to allow for questions regarding the case. I further understand that this request will be placed on the appropriate Planning & Zoning Commission and City Council agendas or other appropriate boards in accordance with the City's current ordinances. I further certify that I have reviewed the applicable zoning district and future land use designation for the subject site as identified within the City of Burleson comprehensive plan: <https://www.burlesontx.com/838/Comprehensive-Plan>

APPLICANT / OWNER	
Applicant or Authorized Agent	Owner
Name:	Name:
Company::	Company:
Address::	Address::
Telephone:	Telephone:
Email:	Email:
Signature:	Signature:

SITE INFORMATION	
Address:	
Current Zoning:	
Proposed/Existing Subdivision Name:	
Number of residential/ commercial lots:	Residential:                      Commercial:
Number of Open Space lots and acreage of open space:	Lots:                                      Acres:
Total Acreage:	
Purpose of request (required):	

REQUIRED PRIOR TO FILING
Original (no copies) Tax Certificate from Johnson or Tarrant County showing no delinquent taxes
Three (3) mylars with original signatures and seals (will not be accepted if smudged, erased, or illegible)
Filing fee (will be indicated on DAC or P&Z approval letter)

# 2026

## Application Submittal Dates

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

City Holidays:	
Jan 01	New Year's
Jan 19	M L King Day
May 25	Memorial Day
Jul 03	Independence Day
Sep 07	Labor Day
Nov 26	Thanksgiving
Nov 27	Thanksgiving
Dec 24	Christmas
Dec 25	Christmas

Application Submittal Date

# 2026

## Planning and Zoning Meeting Calendar

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

City Holidays:	
Jan 01	New Year's
Jan 19	M L King Day
May 25	Memorial Day
Jul 03	Independence Day
Sep 07	Labor Day
Nov 26	Thanksgiving
Nov 27	Thanksgiving
Dec 24	Christmas
Dec 25	Christmas
MEETINGS	
	City Council Meetings
	P&Z Meetings