

TOWN OF CROSS ROADS
PLATTING APPLICATION



DATE: _____

APPLICATION # _____

PROJECT: _____

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.
PLEASE VERIFY MEETING DATES.

TYPE OF PLAT

Preliminary _____ Replat _____
Final _____ Administrative/Amending _____

PLEASE SPECIFY THE PRIMARY CONTACT

Land Owner Name _____ Signature _____

Applicant Name _____ Signature _____

Project Contact Mailing Address _____

Project Contact Phone _____ Email _____

Proposed Project Name _____ Location _____

Lot/Block _____ Abstract _____

DCAD ID _____

Number of Lots Created _____

REQUIRED SUBMISSION DOCUMENTS

Fee _____ Legal Description _____

Location Map _____ Drawings (1 full, 2 half) _____

Site Plan (Commercial) _____ Electronic copy of application _____

Electronic copy of drawings _____

OTHER (Specify) _____

APPLICATION EXPLANATION

Explanation and Description of Request or Project

Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



Town of Cross Roads

3201 US 380, STE 105 • Cross Roads, Texas 76227 • 940.365.9693

PROFESSIONAL SERVICES DEPOSIT INFORMATION

All submissions requiring the services of the Town Civil Engineer and/or the Town Attorney, including, but not limited to platting, construction plans and planned development applications, will be required to place a Professional Services Deposit at the time of project submission per Town of Cross Roads Code of Ordinances, Chapter 10, Article 9 FILING FEES AND CHARGES:

Sec. 10.09.001 Fee structure

- (a) The town shall determine the base fees and charges for plat review. The town council shall adopt a fee schedule.
- (b) Fees shall be charged on all plats, regardless of action taken by the planning and zoning commission and whether the plat is approved or denied by the town council.
- (c) If the amount deposited is less than the actual cost of reviewing and processing the plat, the balance shall be collected before final consideration of the plat. An administrative fee equal to fifteen percent (15%) of the total of the application fee and processing costs in excess of the original fee will be charged.
- (d) The town may also assess against the applicant, developer or subdivider additional costs incurred by the town for engineering fees and legal fees associated with the review and consideration of a plat in the amount incurred by the town. The payment of these additional fees shall be a condition of plat approval or a prerequisite to the acceptance of any improvements or the issuance of any building permits.

Sec. 10.09.002 Procedure

All fees or charges shall be paid in advance and no action of the planning and zoning commission or any other board or agency shall be valid until the fee or charge has been paid to the town.

Applicants will be billed monthly for any professional services incurred in the previous month. The professional services deposit made at time of submission will be in an amount as indicated on the Town’s fee schedule and will be used towards the last invoice incurred for the project. Applicant will be billed if last invoice exceeds the Professional Services Deposit. Any remaining balance upon project and invoice completion will be refunded to the applicant.

PROFESSIONAL SERVICES CONTACT INFORMATION

Name: _____
Email: _____
Phone: _____
Address: _____
Project: _____

I have read and acknowledge the Professional Services Deposit Process.

Applicant’s Signature Date

Town of Cross Roads’ Use Only Date completed application received: _____
Amount Deposited: _____
Receipt Number: _____
Professional Services Deposit Number: _____