



# Preliminary Plat Application

**\* Requirements - APPLICATION MUST BE FULLY COMPLETED OR WILL NOT BE ACCEPTED\***

**City of Harker Heights**  
Planning & Development  
305 Millers Crossing  
Harker Heights, TX 76548  
Phone: (254) 953-5600  
Email:  
[planning@harkerheights.gov](mailto:planning@harkerheights.gov)

**This application must be completed and returned to the Planning and Development Department of the City of Harker Heights, Texas along with the following:**

- 1. Pre-Application Meeting with Staff to ensure applicability**
- 2. Payment, refer to most recently approved fee schedule**
- 3. Signed Original Field Notes and Dedication Pages**
- 4. Paper Plan Submissions: Ten (10) Copies of the Plat and Seven (7) Copies of Preliminary Engineering Drawings**
- 5. Electronic Submission of all documents for review delivered to Planning Administrative Assistant**

## Property Information:

**Plat Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Existing Lot Count:** \_\_\_\_\_ **Proposed Lot Count:** \_\_\_\_\_ **Proposed Units:** \_\_\_\_\_ **Acreage:** \_\_\_\_\_

**Existing Land Use:** \_\_\_\_\_ **Proposed Land Use:** \_\_\_\_\_

**Site Address or General Location:** \_\_\_\_\_

**Public Infrastructure Proposed with Subdivision:**      Water      Wastewater      Streets (including Private)      Stormwater

## Owner Information & Authorization:

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Developer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Engineer/Surveyor:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## CHECK ONE OF THE FOLLOWING:

I will represent the application myself.

I hereby designate \_\_\_\_\_ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application.

*The property owner and/or their authorized representative must be present at all Planning and Zoning Commission Meetings and City Council Meetings at which their plan or plat is on the agenda for discussion or action. Failure of the developer or their authorized representative to appear during a meeting may be deemed a withdrawal of the plat or plan.*

\_\_\_\_\_  
**Printed Name of Owner**

\_\_\_\_\_  
**Signature of Owner**

SWORN AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS      MY COMMISSION EXPIRES: \_\_\_\_\_

### STAFF ONLY -- DO NOT FILL OUT

Date Submitted: \_\_\_\_\_ Received By: \_\_\_\_\_ Receipt #: \_\_\_\_\_