



PLAT APPLICATION SUBMITTAL CHECKLIST

All of the items listed below must be included with each plat application. The Community Development Department reserves the right to reject an application that is missing any of the following items:

- Application filled out in its entirety, including all required signatures. *If any portion of the application is not applicable, please use NA in the corresponding blank.*
- Four (4) 18"x24" or 24"x36" paper copies of the plat drawing.
- One (1) digital copy of all submittal documents on either a CD or USB flash drive. *Note that digital submittals via email will not be accepted for initial submittals.*
- Original Tax Certificate from the Johnson County Tax Collector's Office (showing a zero balance due). *[Not required with a preliminary plat]*
- Plat Application Fee – See Development Application Fee Schedule on page 2 of the application. Acceptable forms of payment include cash, check (made payable to the City of Cleburne) or credit card with either Visa or MasterCard.
- FOR PRELIMINARY PLATS: Two (2) sets of preliminary utility plans and preliminary drainage plans.
- FOR FINAL PLAT/REPLAT/MINOR PLAT/AMENDING PLAT: One (1) set of approved engineering construction plans and drainage plan OR a letter from the City Engineer stating that civil plans are not required.
- FOR PLATS WITHIN JCSUD SERVICE AREA (CCN): A letter of approval from JCSUD stating that the plat has been reviewed and all necessary easements have been included on the face of the plat.

For Departmental Use Only:

Accepted By: _____

Date: _____