



APPLICATION

PLAT PRE- APPLICATION MEETING (PAM)

The applicant must schedule and attend a mandatory Plat Pre-Application Meeting (PAM) prior to submitting a plat. The Plat Pre-Application Meeting offers an applicant the opportunity to explore project viability, major requirements, fees, timeframes, and overall processing issues before filing an application, preparing detailed plans, and committing other time and resources. The goal of this early consultation is to help applicants understand and improve the flow and compliance of projects as they move through the City's review system. Representatives from Planning and Development Services participate in the Plat Pre-Application Meetings. Information provided by staff at a Plat Pre-Application Meeting is applicable for 180 days after the meeting, unless changes are required by ordinance.

Type of Plat Application (Check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amended Plat |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Plats Vacation |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Conveyance Plat |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Other _____ |

Project Information

PROJECT ADDRESS: _____

Proposed plat name and use: _____

Project description and purpose of plat: _____

Legal Description of the property: _____

Zoning: _____

The property has existing water and sanitary sewer service: ☐ Yes ☐ No

Applicant Information

Name (and Firm, if applicable): _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Submittal Requirements

- ☐ \$200 Application fee collected once application is accepted
- ☐ Completed Application Form
- ☐ Proposed Plat Layout
- ☐ Preliminary engineering construction plans
- ☐ **A list of questions related to your plat.**
 - Questions should be as specific as possible to assist staff in directly addressing questions and concerns
 - Example of a vague question:
"How should drainage be handled from this site?"
 - Preferred example:
"We have researched the existing drainage system and it appears to be undersized for our development runoff. We propose to do the following..."

Submittal Requirements cont.

- ☐ Traffic (per ITE manual)

Use	Units	Daily Peak	AM Peak	PM Peak
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Drainage:

- ☐ Information showing downstream system has capacity for proposed development Or
- ☐ Proposed Mitigation

Before requesting a pre-application meeting:

- ☐ Review the City of Arlington [Unified Development Code](#)
- ☐ Review the City of Arlington [Design Criteria Manual](#)
- ☐ Requests for information from the Arlington Water Utilities Map Room are answered via email whenever possible. To make a request, fill out the [Map Room Request\(PDF, 86KB\)](#) and send it as an email attachment to maproom.water@arlingtontx.gov Or by calling 817-459-6606.
 - What infrastructure is in place? Is there water/ sanitary sewer services to the site?
 - FEMA maps are available for viewing to help determine if the property is in or near floodplain/ floodway
 - How is the property accessed—public street or private access easement? If a public street, is it possible that right-of-way is needed?
 - Bring all copies of Map Room research information to the pre-application meeting.
- ☐ Review the City of Arlington online map and search for plats at [Arlington MapsOnline](#) or visit the PDS department, located on the 2nd floor of City Hall, 101 West Abram Street or call 817-459-6502, to research zoning issues:
 - Is the property platted? Do the lots meet the minimum size requirements for the zoning district?

Submit Application

Submit this form along with supporting documents through www.arlingtonpermits.com.

PAM meetings are scheduled based on the attached [plat-pre-application-meeting-pam-calendar.pdf](#), on a first come, first serve basis. You will be contacted by the assigned planner or engineer to schedule a specific date and time for the meeting.