



PLANNING AND ZONING CHECKLIST

City of Lindale

P.O. Box 130 /105 Ballard Dr.

Lindale, TX 75771

Phone: 903-882-6861 Fax: 903-881-8170

Email: iselag@Lindaletx.gov

FOR SUBMITTAL OF A SUBDIVISION OF LAND OR REPLAT OF A SUBDIVISION IN THE CITY OF LINDALE OR IN THE CITY'S EXTRATERRITORIAL JURISDICTION

Please make sure you have all items listed below and completed before you submit your application to Planning and Zoning.

- A completed application shall be submitted 21 days prior to a Planning and Zoning Meeting
- We will not accept any incomplete applications.

CHECK LIST:

- Completed Application for a subdivision of land or replat of a subdivision
 - Certified Tax Certificates (2) showing all property taxes have been paid to the current year
 - Final Plat Fee Paid by cash, check, or credit card
 - Preliminary Plat/Final Plat Submitted
 - (2) Final Plat Mylar's submitted (18 x 24)
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In order for your plat to be legally recorded and filed with the City of Lindale the Following requirements have to be followed:

- Within fifteen days after the Final Plat is released for recording by the Administrative Officer, the owner of the property shall cause the Final Plat and related documents including easements and Dedicatory instruments to be recorded in the records of the Smith County Clerk's Office.
- Within thirty days after the Final Plat has been released for recording with Smith County, the owner of the property shall provide to the City of Lindale one certified copy of the recorded Final Plat.



SUBDIVISION OF LAND OR REPLAT APPLICATION

City of Lindale

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Phone: 903-882-6861 Fax: 903-881-8170

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Application Date: _____

Permit # _____
(Office Use Only)

Applicant/Contact Name: _____ Phone: _____

Name of Subdivision or Development: _____

Property Location Address: _____

Application for: Subdivision Plat Replat Type: Residential Non-residential

Located in the: City Limits ETJ Total Acreage: _____ # Lots _____

Property Owner Name: _____ Phone: _____

Mailing Address: _____

CERTIFICATE OF ACTION BY PLANNING AND ZONING COMMISSION ON A SUBDIVISION APPLICATION

Land plan:

Date submitted to the Commission: _____
Date reviewed by the Commission: _____

Preliminary Subdivision Plat:

Date submitted to the Commission: _____
Date decided: _____

The Preliminary Plat was:

- Approved
- Approved conditioned on the following changes or additions to be included in the Final Plat to be submitted to the Commission _____

- Disapproved. The following changes or additions must be made to the Preliminary Subdivision Plat before the Plat is resubmitted to the Commission: _____

P & Z Chairman

The Final Plat was:

Date submitted to the Commission: _____
Date decided: _____

- Approved
- Approved conditioned on the following changes or additions to be included in the Final Plat before it is submitted to the City Council: _____
- Disapproved

P & Z Chairman