



APPLICATION FOR SUBDIVISION PLAT

A subdivision plat must be filed with the City of Willis for approval whenever a parcel or tract of land within the corporate city limits, or extra territorial jurisdiction of Willis is being split or subdivided into two or more pieces.

No building permit shall be issued on any land forming any part of a subdivision unless the applicable provisions of the [City's subdivision ordinance](#) have been complied with as well as all other applicable ordinances of the city referring to building permits and the plat has been filed of record.

Submittal Process: Processes may vary depending on the type of plat being submitted. In general we require the initial submittal to contain a complete application, two hard copies of the subdivision plat, and the plat submittal fee. Allow 10 working days for an internal staff review for each submittal or resubmittal. By the end of the review period the applicant will receive comments of any additional items that need to be submitted or addressed. Once all items have been addressed the applicant will be notified to send two signed mylar copies and one digital PDF copy.

All subdivision plats must be approved by City Council. Our council generally meets once/month on the third Tuesday of each month. To be placed on the agenda, the staff approved plat and all supporting documentation must be completed and submitted no later than 7 working days prior to the council meeting.

Submittal Fees: All applications to the city for the approval of a proposed plat at any stage submitted to the city shall be accompanied by a filing fee of \$300; \$5 per designated lot; and \$10 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots.

PROJECT LOCATION		
<input type="checkbox"/> City Limits; <input type="checkbox"/> Extra Territorial Jurisdiction	Abstract Number:	
Survey Name:		
TYPE OF PLAT/GENERAL INFORMATION		
Name of Proposed Subdivision:		
<input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Short Form <input type="checkbox"/> Re-plat <input type="checkbox"/> Amended Plat <input type="checkbox"/> Other:		
Total Acreage:	No. of Lots:	No. of Blocks:
No. of Reserves:	Total Acreage of Reserves:	
Nature of Proposed Plat/Land Use: <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Mixed Use Planned Development		
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Other:		
OWNER INFORMATION		
Name:		Phone:
Address:		
Email:		

