



Site Plan and Land Use Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114



APPLICANT INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY INFORMATION

Street Address of Property _____

Legal Description: Block/ Abstract: _____ Lot/ Tract: _____ Addition/ Survey Attached? YES NO

Zoning: _____ Land Use Requested: _____

Any Ordinance Waivers/ Variance Requests? (provide letters of request(s)) YES NO Easement Required? YES NO

I understand that I must provide three (3) 24" X 36" hard copies of the site/civil plans drawn to a known engineering scale prepared by a qualified civil engineer, a copy in electronic format (pdf, tiff, etc.), the site plan/ land use application, and the required fee. I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this project will not be scheduled until the application fee has been paid and the plans have been reviewed and accepted by City Staff.

Property Owner Signature

Date

Name (Print)

Engineer / Surveyor/ Architect Name

Firm Name

Address

Email

Phone #

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- Application Received by: _____ Date: _____
- Application Payment Received by: _____ Date: _____
- Ownership Verified: YES NO Taxes Paid: YES NO Liens Paid: YES NO Date: _____
- Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____
- Routed to City Secretary by: _____ Date: _____

B. CITY SECRETARY

- Ordinance # Assigned: _____ Date: _____
- 200' Letters Mailed & Copied to File by: _____ Date: _____
- Item has Been Placed on P & Z Agenda by: _____ Date: _____
P & Z Date: _____ Approved Denied Any Stipulations? (please attach description) YES NO
- Item has Been Placed on City Council Agenda by: _____ Date: _____
Council Date: _____ Approved Denied Any Stipulations? (please attach description) YES NO

C. BUILDING DEPARTMENT

- Application Approved Application Denied Signature: _____ Date: _____
Reason for Denial: _____
- Application Routed to Public Works Department by: _____ Date: _____

D. PUBLIC WORKS DEPARTMENT

- Application Approved Application Denied Signature: _____ Date: _____
Reason for Denial: _____
- Application Routed to Community Development Dept. by: _____ Date: _____

E. COMMUNITY DEVELOPMENT

- Have plans been approved by the City Engineer? Yes No **Attach engineer's findings**
- Application Approved Application Denied Signature: _____ Date: _____
Reason for Denial: _____

F. RECORDS DEPARTMENT

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.