



# 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.