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):
- [ ] Preliminary Plat
- [ ] Amended Plat
- [ ] Final Plat
- [ ] Plats Vacation
- [ ] Replat
- [ ] Conveyance Plat
- [ ] 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 meeting is scheduled
- [ ] 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)

<table>
<thead>
<tr>
<th>Use</th>
<th>Units</th>
<th>Daily Peak</th>
<th>AM Peak</th>
<th>PM Peak</th>
</tr>
</thead>
</table>

**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](#)

☐ Visit the Map Room located on the 1st floor of City Hall, 101 West Abram Street or call 817-459-6606 for more information. To make a request, [download a copy of the fillable form at this link](#) and send it as an email attachment to [maproom.water@arlingtontx.gov](mailto:maproom.water@arlingtontx.gov), to research miscellaneous issues:

- 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?

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**Submit Application**

Submit this form along with supporting documents and your list of questions to:

- **Brandon Long** at Brandon.Long@Arlingtontx.gov
- **Chasidy Benson** at Chasidy.Benson@Arlingtontx.gov

PAM meetings are scheduled based on the attached PAM calendar, on a first come, first serve basis. There is a $200 PAM fee due at the time of the meeting. You will be contacted by the assigned planner or engineer to schedule a specific date and time for the meeting.