



**APPLICATION FOR APPROVAL
OF OPTIONAL LAND STUDY**

File No.: _____
Application Date: _____

P & Z: _____
C C: _____

Applicant: _____ Phone No.: _____
Address: _____
Email Address: _____

Engineer: _____ Phone No.: _____
Address: _____
Email Address: _____ Fax No.: _____

Addition or Subdivision Name: _____ Acres: _____ Lots: _____

NO FEE REQUIRED

Application must include:

1. All improvements provided on the plat shall be in conformance with City of DeSoto standards & requirements.
2. Receipt showing that all City of DeSoto property taxes has been paid.
3. Submit 22 folded 24 x 36 copies of the plat.
4. Once the Optional Land Survey has been reviewed by staff and corrections made, 12 - 24 x 36 copies and 1 - 11 x 17 copy must be submitted to the Planning & Zoning Department.
5. Acceptance by the City of DeSoto Staff does not preclude additional requirements by the Planning & Zoning Commission.

Applicant Signature Date

Owner Signature Date

Applicant Printed Name

Owner Printed Name

Property owner must sign application or submit letter of authorization

CHECK LIST
For
OPTIONAL LAND STUDY

For Initial Submittal, please provide:

- _____ Completed Application (Including Owner's Signature or letter of authorization)
- _____ Appropriate fee to City of DeSoto
- _____ The original tax certificates, (for City and School taxes) for each lot or tract of land involved in Optional Land Study.
- _____ 22 folded copies (24 x 36) of Optional Land Study for review

Once staff review is complete and corrections are made, please submit:

- _____ 12 folded copies (24 x 36) of the Optional Land Study
- _____ 1 copy (11 x 17) of Optional Land Study
- _____ *Digital presentation materials (i.e., power point) for P&Z meeting.

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for P&Z meetings, must be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***