



Recreational Vehicle Park Application

**A Completed Application Form Must Accompany New Plat Submittal
FEE: \$500.00 PLUS \$20.00 per lot/space**

PROPERTY INFORMATION	
DATE _____	PROJECT NAME _____
PROJECT ADDRESS OR LOCATION _____ SURVEY/ABST # _____	
TOTAL ACRES _____	NUMBER OF LOTS _____
PROPERTY LOCATED IN ETJ? <input type="checkbox"/> NO <input type="checkbox"/> YES, ENTITY _____	
VARIANCE REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES, TYPE _____	
WATER SOURCE <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE ELECTRIC PROVIDER _____	

CONTACT INFORMATION

AGENT	PROPERTY OWNER
FIRM NAME _____	OWNER NAME _____
CONTACT _____	CONTACT _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____	PHONE _____ FAX _____
EMAIL _____	EMAIL _____
DEVELOPER	SURVEYOR
FIRM NAME _____	FIRM NAME _____
CONTACT _____	CONTACT _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____	PHONE _____ FAX _____
EMAIL _____	EMAIL _____

FEES AND CONSENT

<p>\$ _____ 00.00 + _____ LOTS AT \$20.00 PER LOT = \$ _____</p> <p>PAID BY _____ DATE _____</p> <p>RECEIVED BY _____ Signature _____</p>	<p>By my signature, I affirm that I am the property owner of record, or the authorized agent for said owner. The information contained herein is complete and accurate, and I agree to the development of this property.</p> <p>Date _____ Signature _____ Printed Name _____</p>
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Applicant must check each item submitted with the plat

Application Form and Fees: The completed application shall be submitted along with required fees (payable to Cooke County).	✓
Copies of Plats: One electronic and two (2) paper copies of the plat (24" x 36") are to be submitted with the application. One (1) mylar copy of the plat (24" x 36") with original seals and signatures are required for recording on final plat. No more than one (1) paper copy and one (1) mylar copy will be signed by Commissioners Court.	
Applicant Information: The applicant (generally the surveyor or engineer) shall include their name, name of company, company address, phone number and email contact on the plat and application.	
Owner Identification: The owners name, address and phone number shall be included on the plat.	
Scale: The plat shall be drawn at a scale such that features and text are legible for reviewing staff, but no more than 1 inch = 200 feet. The scale shall be shown graphically on the plat in an engineering scale. A north arrow is required.	
Date: The plat shall include the date of initial preparation and all revision dates.	
Vicinity Map: A vicinity map with the park clearly shown with reference to major thoroughfares shall be shown on the plat.	
Utility Company Approvals: The name, address and phone number of all utilities providing service to the development shall be shown on the plat. A signature from each provider, or a will-serve letter, signifying their ability to provide service to the park is required before review by Commissioners Court.	
Easements: The plat shall show all existing and proposed easements, including the filing information for each.	
Metes & Bounds: The plat shall include the written legal description of the property.	
ETJ: The plat shall state if the subject property is located within the Extra Territorial Jurisdiction (ETJ) of any city.	
Lots or Spots: Proposed lots/spots shall show size and spacing measurements in conformity the regulations. All lots/spots shall be labeled with numbers.	
Road & Streets: All roads or streets shall be properly identified and show measurement of width in conformity with regulations.	
Certification by Surveyor: Certification the plat correctly represents a survey made by the surveyor and that all lot corner markers and boundary markers are correctly placed and shown on the face of the plat.	
Tax Certificate: A current tax certificate indicating a zero-balance due must be submitted prior to the plat being presented to Cooke County Commissioners Court.	
Approval Block: (note: this block must be located on the lower right side of the sheet.) Reviewed and approved on _____, 20__ _____ County Judge, Cooke County, TX	

This application and all related documents must be submitted with the required fee to the County Judge's office. Any documents submitted by any other method will be not be deemed as properly filed and will not be considered.

Submitted By: _____

Date: _____