



## 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

\$ \_\_\_\_\_ 00.00 + \_\_\_\_\_ LOTS AT \$20.00 PER LOT = \$ \_\_\_\_\_  
PAID BY \_\_\_\_\_ DATE \_\_\_\_\_

RECEIVED BY \_\_\_\_\_  
Signature \_\_\_\_\_

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.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_



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### Applicant must check each item submitted with the plat

|   |   |
|---|---|
| <b>Application Form and Fees:</b> The completed application shall be submitted along with required fees (payable to Cooke County).  | ✓ |
| <b>Copies of Plats:</b> 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. |   |
| <b>Applicant Information:</b> 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.  |   |
| <b>Owner Identification:</b> The owners name, address and phone number shall be included on the plat.   |   |
| <b>Scale:</b> 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.  |   |
| <b>Date:</b> The plat shall include the date of initial preparation and all revision dates.   |   |
| <b>Vicinity Map:</b> A vicinity map with the park clearly shown with reference to major thoroughfares shall be shown on the plat.   |   |
| <b>Utility Company Approvals:</b> 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.                                |   |
| <b>Easements:</b> The plat shall show all existing and proposed easements, including the filing information for each.   |   |
| <b>Metes &amp; Bounds:</b> The plat shall include the written legal description of the property.  |   |
| <b>ETJ:</b> The plat shall state if the subject property is located within the Extra Territorial Jurisdiction (ETJ) of any city.  |   |
| <b>Lots or Spots:</b> Proposed lots/spots shall show size and spacing measurements in conformity the regulations. All lots/spots shall be labeled with numbers.   |   |
| <b>Road &amp; Streets:</b> All roads or streets shall be properly identified and show measurement of width in conformity with regulations.  |   |
| <b>Certification by Surveyor:</b> 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.  |   |
| <b>Tax Certificate:</b> A current tax certificate indicating a zero-balance due must be submitted prior to the plat being presented to Cooke County Commissioners Court.  |   |
| <p><b>Approval Block: (note: this block must be located on the lower right side of the sheet.)</b></p> <p>Reviewed and approved on _____, 20__</p> <p>_____</p> <p>County Judge, Cooke County, TX</p>   |   |

**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: \_\_\_\_\_