



Administrative Plat Application Form

This form shall be submitted with each application for an administrative plat.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Subdivision: _____ Reviewer: _____

PROPERTY PROFILE

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Subdivision: _____ Reviewer: _____

1. Description of existing property. If the property has been previously subdivided, provided the lot(s), block(s), and subdivision name. If the property has been subdivided, provide the metes and bounds description:

2. Description of proposed property change, including lot numbers, name, etc.

Project Name: _____ Subdivision: _____ Reviewer: _____

Required Information

- ☐ Three (3) copies of the minor plat; minimum 11 in. x 17 in. size Mylar originals sealed by a state of Texas registered surveyor
- ☐ One (1) copy in blue or black line of all originals in 11 in. x 17 in. size
- ☐ All fees
- ☐ One (1) Adobe Acrobat PDF of each page presented to the City for review
- ☐ Vicinity map
- ☐ North arrow
- ☐ Revision date
- ☐ Legal description
- ☐ Scale
- ☐ Tabulations that include:
 - ☐ The area and lot width of each lot involved in the combination before the proposed subdivision
 - ☐ The area and lot width of each lot involved in the combination after the proposed subdivision
- ☐ Use and ownership of abutting parcels or lots
- ☐ Location and dimensions (including all curve data, the lengths of all arcs, radii, internal angles, points of curvature, lengths and bearings of tangents) of abutting right-of-way, lots, open space, and buffers
- ☐ Proposed generalized use of lots (*e.g.*, mixed-use, single-family attached, multi-family, industrial, commercial or office, or institutional), provided on a separate attached description
- ☐ Proposed location and width of utility easements, if changed
- ☐ Proposed location of fire hydrants, if changed, provided on utility and street construction plans
- ☐ The outer boundary lines with accurate distances, angles, or true bearings if available, the exact location width of all recorded streets and ways intersecting the boundaries of the tract being divided
- ☐ All required notes, certifications, and signatures

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Subdivision: _____ Reviewer: _____



Certificate of Occupancy Application Form

This form shall be submitted with each application for a certificate of occupancy.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot #: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Square Footage of the Space you will be Occupying _____

Will there be any structural, electrical, plumbing, or HVAC changes to accommodate the new occupancy? If yes, explain:

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant_____
Date

Project Name: _____ Lot #: _____ Reviewer: _____



Subdivision Name Change Application Form

This form shall be submitted with each application for a subdivision name change.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Subdivision: _____ Reviewer: _____

PROPERTY PROFILE

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Subdivision: _____ Reviewer: _____

Required Information

- ☐ Seven (7) copies of the proposed final plat
- ☐ All fees
- ☐ A petition by all owners of lots in the subdivision
- ☐ A copy of the revised plat, which shall be the same as the existing approved final plat, but with the revised name and following additional text appearing on its face:
 - ☐ "This is an existing approved subdivision that is filing for a name change only. Approved by the Planning and Zoning Commission on _____ (date) _____."
 - ☐ A name and signature line for the Mayor
 - ☐ Name and signature line for recommendation for approval by the Public Works Coordinator
 - ☐ Signature line for the Chair of the Planning and Zoning Commission

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Subdivision: _____ Reviewer: _____

This page was intentionally left Blank



Conditional Use Permit Application Form

This form shall be submitted with each application for a conditional use permit.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

Proposed Use of the Property (for conditional use)

Total Area of Site _____

Project Name: _____ Lot#: _____ Reviewer: _____

1. List all vacant properties within a quarter mile of the property that would permit the use by right, if any, along with a brief description of why the subject property is a better location than each of the other vacant parcels:

2. A list of similar existing uses in the vicinity of the parcel proposed for development:

3. If the use is required to be separated from the same use, or from a different use, a brief description of the nearest such use with an indication of the linear distance to it:

4. A description of any proposed mitigation strategies that will be employed to lessen the potential negative impact to surrounding land uses and public streets:

5. A description of any proposed limitation on operations:

6. A narrative regarding how the proposed use complies with the standards of Section 2-2-1.05, *Conditional Uses*:

7. Any other supporting documentation required for the use by Section 2-2-1.05, *Conditional Uses*:

Project Name: _____ Lot#: _____ Reviewer: _____

Map Sheet General Requirements

- ☐ No larger than 24 in. x 36 in. sheet size; no smaller than 11 in. x 17 in. sheet size
- ☐ Largest engineering scale possible
- ☐ Key map with scale
- ☐ North arrow
- ☐ Title block with name of applicant and date of submittal
- ☐ Number of parking spaces allocated to the proposed use

Information Requirements

- ☐ One (1) complete application
- ☐ All fees
- ☐ The zoning of the subject property as well as surrounding properties
- ☐ Existing or future uses of all abutting properties
- ☐ Lot area of the parcel proposed for development
- ☐ Proposed floor area of the conditional use
- ☐ Location of all freestanding and wall signage
- ☐ Dimensions and height of all freestanding and wall signage
- ☐ Door access to each individual use – internal and external
- ☐ Location, type, and screening details of all proposed outdoor storage
- ☐ Location of all parking areas and circulation aisles
- ☐ Location of all access drives
- ☐ Location of all buffer areas with an indication of whether each is a required buffer or an additional buffer
- ☐ Elevation drawings of all structures
- ☐ Traffic study (if necessary)
- ☐ Approved site plan (if new construction)

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____



Drainage Plan Application Form

This form shall be submitted with each application for a site plan.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Lot#: _____ Reviewer: _____

Required Information

- ☐ A cover sheet with the name of the subdivision and the contact information for the engineering firm that prepared the drainage report.
- ☐ A summary sheet that shows:
 - ☐ Project location
 - ☐ Existing/proposed conditions
 - ☐ Location with respect to areas of special flood hazard
 - ☐ Existing and proposed runoff estimations
 - ☐ Storm drainage detention estimations
 - ☐ Soil data information
 - ☐ Direction of flow
- ☐ A drainage area map that shows:
 - ☐ Delineation of all contributing areas
 - ☐ Contours
 - ☐ Spot elevations
 - ☐ Direction of flow
 - ☐ Right-of-way/property lines and dimensions
 - ☐ Existing and proposed storm sewer system, including outfall
- ☐ A calculations, sheet that shows:
 - ☐ Time concentration estimates
 - ☐ Runoff coefficient assumptions
 - ☐ Storage volume calculations
- ☐ Copy of recorded plat or most recent preliminary plat.
- ☐ Copy of concept plan (if site is part of a larger development)

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____

This page was intentionally left Blank



Final Plat Application Form

This form shall be submitted with each application for a final plat.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Subdivision: _____ Reviewer: _____

PROPERTY PROFILE

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Subdivision: _____ Reviewer: _____

1. Description of existing property. If the property has been previously subdivided, provide the lot(s), block(s), and subdivision name. If the property has been subdivided, provide the metes and bounds description:

2. Description of proposed property change, including lot numbers, name, etc.

Required Information

- ☐ Three (3) copies of the final plat; minimum 20 in. x 24 in. size Mylar originals sealed by a state of Texas registered surveyor
- ☐ Twelve (12) copies in black or blue line copies of the original Mylar final plat
- ☐ Twelve (12) copies of a "letter of explanation" explaining the details of the final plat
- ☐ One (1) copy in blue or black line of all originals in 11 in. x 17 in. size
- ☐ All fees
- ☐ One (1) Adobe Acrobat PDF of each page presented to the City for review
- ☐ Owner affidavit of no conveyance of any interest and that no additional liens exist on the land within the plat since the date of the original title opinion (title search)
- ☐ Tax certificates; City, County, and School
- ☐ Final plans and specifications for all required improvements
- ☐ Vicinity map
- ☐ North arrow
- ☐ Revision date
- ☐ Legal description
- ☐ Scale
- ☐ Contour lines (at one-foot intervals)
- ☐ Tabulations that include:
 - ☐ The number of lots in the subdivision
 - ☐ The size of the parcel
 - ☐ The number of dwelling units proposed (provided on a separated attached description)
 - ☐ The number of square feet of nonresidential floor area proposed, by generalized use (provided on a separate attached description)
 - ☐ Water available for fire protection
- ☐ Use and ownership of abutting parcels or lots
- ☐ Location and dimensions (including all curve data, the lengths of all arcs, radii, internal angles, points of curvature, lengths and bearings of tangents) of:
 - ☐ Right-of-way, streets, alleys, railroads, lots, open space, parks, protected natural resources, and buffers
 - ☐ Utility and access easements
 - ☐ Private access easements

Project Name: _____ Subdivision: _____ Reviewer: _____

- ☐ The outer boundary lines of the parcel proposed for subdivision, with accurate distances, angles, and true bearings if available, and the exact location width of all recorded streets and ways intersecting the boundaries of the parcel being platted
- ☐ Distances and angles, or true bearings if available, to the established street lines or official monuments, which shall be accurately described on the plat
- ☐ Proposed names of streets
- ☐ Linear footage of proposed new right-of-way
- ☐ All block indications, if any; lot numbers; all individual areas designated by number or letter, and lots in new subdivision, numbered consecutively
- ☐ The accurate location, material, type and description of all permanent control monuments. Where no established bench mark exists, show permanent bench marks that have been established on the property based on mean sea level datum and shown on the plat
- ☐ Delineation and area of special use areas, including the location and size of proposed parks, playgrounds, protected resources and open spaces, sites for places of public assembly (including schools) or other special uses of land to be considered for dedication to public use, and of all property that may be granted by deed and covenants for the common use of the property owners in the subdivision, along with statements for responsibility for maintenance. Actual use descriptions must be provided on a separate attached description
- ☐ Proposed generalized use of lots (*e.g.*, mixed-use, single-family attached, multi-family, industrial, commercial or office, or institutional), provided on a separate attached description
- ☐ Proposed location, size, and linear footage of proposed potable water lines, provided on a separate utility sheet
- ☐ Proposed location, size, and linear footage of natural gas lines, provided on a separate utility sheet
- ☐ Proposed location, size, and linear footage of sanitary sewer lines and sewerage facilities, except individual treatment systems provided on utility and street construction plans
- ☐ Proposed location of fire hydrants, provided on utility and street construction plans
- ☐ If the proposed subdivision is to be constructed in several phases, a staging plan that shows how the subdivision improvements will be phased. Anticipated time lines for construction of the improvements shall be provided on a separate attached description
- ☐ If the proposed subdivision is one of several phases, conceptual plans for the other phases
- ☐ Traffic study (if necessary)
- ☐ All required notes, certifications, and signatures

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Subdivision: _____ Reviewer: _____



Floodplain Development Plan Application Form

This form shall be submitted with each application for a site plan.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Lot#: _____ Reviewer: _____

Required Information

- ☐ A cover sheet with the name of the subdivision and the contact information for the engineering/surveying firm that prepared the elevation
- ☐ A site plan that identifies existing and proposed structures (with finished floor elevations), property lines, contours, and flood zones with a seal from an Registered Professional Land Surveyor (RPLS) or Professional Engineer (PE)
- ☐ A fill plan for any grading that is to occur.

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____

This page was intentionally left Blank



Land Clearing Permit Application Form

This form shall be submitted with each application for a land clearing permit.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot #: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Lot #: _____ Reviewer: _____

Narrative

- ☐ Work description

Map Sheet General Requirements

- ☐ 24 in. x 36 in. sheet size
☐ Largest engineering scale possible
☐ Key map
☐ North arrow
☐ Title block with name of applicant and date of submittal

Required Information

- ☐ One (1) complete application
☐ All fees
☐ Official tree survey prepared by a licensed state arborist, landscape architect, or landscape contractor
☐ Demarcation of property lines with dimensions
☐ Dimensions of the property to be cleared
☐ Access points to public roads

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot #: _____ Reviewer: _____

This page was intentionally left Blank



Major Modification of Plat Application Form

This form shall be submitted with each application for a major modification to a plat.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Subdivision: _____ Reviewer: _____

PROPERTY PROFILE

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Subdivision: _____ Reviewer: _____

1. Description of existing property. If the property has been previously subdivided, provide the lot(s), block(s), and subdivision name. If the property has been subdivided, provide the metes and bounds description:

2. Description of proposed property change, including lot numbers, name, etc.

Required Information

- ☐ Three (3) copies of the final plat; minimum 20 in. x 24 in. size Mylar originals sealed by a state of Texas registered surveyor
- ☐ Twelve (12) copies in black or blue line copies of the original Mylar final plat
- ☐ Twelve (12) copies of a "letter of explanation" explaining the details of the final plat
- ☐ One (1) copy in blue or black line of all originals in 11 in. x 17 in. size
- ☐ All fees
- ☐ One (1) Adobe Acrobat PDF of each page presented to the City for review
- ☐ Owner affidavit of no conveyance of any interest and that no additional liens exist on the land within the plat since the date of the original title opinion (title search)
- ☐ Tax certificates; City, County, and School
- ☐ Final plans and specifications for all required improvements
- ☐ Vicinity map
- ☐ North arrow
- ☐ Revision date
- ☐ Legal description
- ☐ Scale
- ☐ Contour lines (at one-foot intervals)
- ☐ Tabulations that include:
 - ☐ The number of lots in the subdivision
 - ☐ The size of the parcel
 - ☐ The number of dwelling units proposed (provided on a separated attached description)
 - ☐ The number of square feet of nonresidential floor area proposed, by generalized use (provided on a separate attached description)
 - ☐ Water available for fire protection
- ☐ Use and ownership of abutting parcels or lots
- ☐ Location and dimensions (including all curve data, the lengths of all arcs, radii, internal angles, points of curvature, lengths and bearings of tangents) of:
 - ☐ Right-of-way, streets, alleys, railroads, lots, open space, parks, protected natural resources, and buffers
 - ☐ Utility and access easements
 - ☐ Private access easements

Project Name: _____ Subdivision: _____ Reviewer: _____

- ☐ The outer boundary lines of the parcel proposed for subdivision, with accurate distances, angles, and true bearings if available, and the exact location width of all recorded streets and ways intersecting the boundaries of the parcel being platted
- ☐ Distances and angles, or true bearings if available, to the established street lines or official monuments, which shall be accurately described on the plat
- ☐ Proposed names of streets
- ☐ Linear footage of proposed new right-of-way
- ☐ All block indications, if any; lot numbers; all individual areas designated by number or letter, and lots in new subdivision, numbered consecutively
- ☐ The accurate location, material, type and description of all permanent control monuments. Where no established bench mark exists, show permanent bench marks that have been established on the property based on mean sea level datum and shown on the plat
- ☐ Delineation and area of special use areas, including the location and size of proposed parks, playgrounds, protected resources and open spaces, sites for places of public assembly (including schools) or other special uses of land to be considered for dedication to public use, and of all property that may be granted by deed and covenants for the common use of the property owners in the subdivision, along with statements for responsibility for maintenance. Actual use descriptions must be provided on a separate attached description
- ☐ Proposed generalized use of lots (*e.g.*, mixed-use, single-family attached, multi-family, industrial, commercial or office, or institutional), provided on a separate attached description
- ☐ Proposed location, size, and linear footage of proposed potable water lines, provided on a separate utility sheet
- ☐ Proposed location, size, and linear footage of natural gas lines, provided on a separate utility sheet
- ☐ Proposed location, size, and linear footage of sanitary sewer lines and sewerage facilities, except individual treatment systems provided on utility and street construction plans
- ☐ Proposed location of fire hydrants, provided on utility and street construction plans
- ☐ If the proposed subdivision is to be constructed in several phases, a staging plan that shows how the subdivision improvements will be phased. Anticipated time lines for construction of the improvements shall be provided on a separate attached description
- ☐ If the proposed subdivision is one of several phases, conceptual plans for the other phases
- ☐ Traffic study (if necessary)
- ☐ All required Master Notes
- ☐ All required City certifications and signatures

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Subdivision: _____ Reviewer: _____



Preliminary Plat Application Form

This form shall be submitted with each application for a preliminary plat.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Subdivision: _____ Reviewer: _____

PROPERTY PROFILE

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Subdivision: _____ Reviewer: _____

1. Description of existing property. If the property has been previously subdivided, provide the lot(s), block(s), and subdivision name. If the property has been subdivided, provide the metes and bounds description:

2. Description of proposed property change, including lot numbers, name, etc.

Required Information

- ☐ Three (3) copies of the preliminary plat; minimum 20 in. x 24 in. size in blue or black line
- ☐ All fees
- ☐ One (1) Adobe Acrobat PDF of each page presented to the City for review
- ☐ Title opinion (title search) from a title guaranty company not more than 30 days old
- ☐ Three (3) original copies of a letter of transmittal
- ☐ Vicinity map
- ☐ North arrow
- ☐ Revision date
- ☐ Legal description of the parcel proposed for subdivision
- ☐ Scale
- ☐ Contour lines (at one-foot intervals)
- ☐ Tabulations that include:
 - ☐ The number of lots in the subdivision
 - ☐ The size of the parcel
 - ☐ Water available for fire protection
- ☐ Use and ownership of abutting parcels or lots
- ☐ Location and dimensions of right-of-ways, lots, utility easements, open spaces, and buffers
- ☐ Required justifications for cul-de-sacs, if cul-de-sacs are proposed
- ☐ Three (3) copies of blue or black line prints of the preliminary plans for the furnishings of water, sanitary sewer facilities, and provisions for storm sewers and general drainage facilities
- ☐ Proposed generalized use of lots (*e.g.*, mixed-use, single-family attached, multi-family, industrial, commercial or office, or institutional), provided on a separate attached description
- ☐ Location and size of proposed parks, playgrounds, civic (including church) or school sites or other special uses of land to be considered for dedication to public use, provided on a separate attached description
- ☐ If the proposed subdivision is to be constructed in several phases, a staging plan that shows how the subdivision improvements will be phased. Anticipated time lines for construction of the improvements shall be provided on a separate attached description
- ☐ Statement of proposed plans for drainage and sewage disposal/outfall, including location of proposed culverts and bridge, provided on a separate utility sheet
- ☐ If the proposed subdivision is one of several phases, conceptual plans for the other phases
- ☐ Traffic study (if necessary)

Project Name: _____ Subdivision: _____ Reviewer: _____

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Subdivision: _____ Reviewer: _____



Rezoning Application Form

This form shall be submitted with each application for a rezoning.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Proposed Zoning _____

Present Use of Property

Proposed Use of the Property

Total Area of Site _____

The rezoning is requested due to the following reason(s)

Fees ☐ YES ☐ NO

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____



Right-of-Way Encroachment Application Form

This form shall be submitted with each application for a right-of-way encroachment.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Total Area of Building _____

Encroachment into Right-of-Way _____

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant_____
Date

Project Name: _____ Lot#: _____ Reviewer: _____



Sign Permit Application Form

This form shall be submitted with each application for a sign permit.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Sign Contractor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Permit#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Permit#: _____ Reviewer: _____

Plan Sheet General Requirements

- ☐ Largest engineering scale possible
- ☐ Key map
- ☐ North arrow
- ☐ Title block with name of applicant and date of submittal
- ☐ Demarcation of property lines with dimensions

Required Information

- ☐ One (1) complete application
- ☐ All fees
- ☐ Photos of the part of the parcel proposed for development where the sign is proposed, as viewed from the street
- ☐ Existing or proposed/approved buildings
- ☐ Location of all existing and proposed/approved street access points, private drives, and street right-of-way, and all sight distance triangles
- ☐ Location of nearest pavement edge of a public street
- ☐ Location and size of existing and proposed trees within 40 feet of the proposed signage
- ☐ Location of all existing easements
- ☐ Location of all existing and proposed freestanding signage on the site
- ☐ Location of all existing and proposed attached signage on the buildings, facades, fascia, parapet, walls, windows, canopies, and/or awnings that will have signage
- ☐ Dimensions and height of all existing, approved, and proposed freestanding signs
- ☐ Dimensions and height of all existing, approved, and proposed attached signs, and calculations regarding the signable area ratio, where a signable area ratio is established
- ☐ Location of the nearest:
 - ☐ Parcel that contains or could contain a public park, public building, or public/private school
 - ☐ Historical site, landmark, or district
 - ☐ Point of entrance into any area zoned or used for residential purposes
- ☐ Design elevations, or a design theme with illustrative examples of each sign type and the proposed general locations of each sign type, to include:
 - ☐ Materials and colors
 - ☐ For freestanding signs, proposed landscaping around the base of the sign
 - ☐ Proposed illumination, including location of fixtures (or annotation regarding internal lighting), and proposed illumination levels
 - ☐ Maximum numbers of items of information per sign face

Project Name: _____ Permit#: _____ Reviewer: _____

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Sign permits are valid for six months and may be renewed for ½ permit fee. This form is for new sign – please fill out **Signage Operating Application** to renew your permit.

Project Name: _____ Permit#: _____ Reviewer: _____



Temporary Use Permit Checklist

Map sheets and attached documents containing the following information shall be submitted with each application for a temporary use.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Lot#: _____ Reviewer: _____

Narrative

1. Category and narrative description of the proposed temporary use, including its start and end dates, anticipated attendance (for public interest or special events), hours of operation:

2. Description of proposed traffic controls; or, if the use is construction related, trucking route:

3. Description of surrounding street traffic capacity to absorb the proposed temporary use, if the use is anticipated to generate material amounts of traffic:

4. Description of restroom facilities and garbage collection facilities:

5. Description of any proposed mitigation strategies that will be employed to lessen the potential negative impact to surrounding land uses and public streets, including an estimate of the noise that will be generated by the use:

6. A description of the limitations on operations:

7. A description of food services:

8. A list of similar existing uses in the vicinity of the site:

Project Name: _____ Lot#: _____ Reviewer: _____

Map Sheet General Requirements

- ☐ No larger than 24 in. x 36 in. sheet size; no smaller than 11 in. x 17 in. sheet size
- ☐ Largest engineering scale possible
- ☐ Key map
- ☐ North arrow
- ☐ Title block with name of applicant and date of submittal

Information Requirements

- ☐ One (1) completed application
- ☐ All fees
- ☐ Area proposed for primary use by the temporary use (including, for commercial outdoor sales events, the location and types of merchandise to be sold)
- ☐ The zoning of the subject property as well as surrounding properties
- ☐ Required sight distance triangles
- ☐ Number, type, location, height, and area of all signs and attention drawing devices to be used for the proposed temporary use
- ☐ Location, number, and details of special lighting to be used for the proposed temporary use (including hours of operation and brightness of the lighting)
- ☐ Location and details of amplification equipment to be used at the proposed temporary used (including the proposed hours of operation of the equipment)
- ☐ A separate map showing projected routes to and from the event)
- ☐ If the temporary use is located in a parking lot, the location and calculation of the percent of parking areas allocated to stage the temporary use
- ☐ Location of all fire lanes existing on site
- ☐ Location of all proposed temporary structures

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____



Tree Removal Permit Application Form

This form shall be submitted with each application for a tree removal permit.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot #: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Number of Protected Trees on Site _____

Site Permit Approval: ☐ YES ☐ NO

Date _____

Building Permit Approval: ☐ YES ☐ NO

Date _____

Project Name: _____ Lot #: _____ Reviewer: _____

Narrative

- ☐ Work description

Map Sheet General Requirements

- ☐ 24 in. x 36 in. sheet size
- ☐ Largest engineering scale possible
- ☐ Key map
- ☐ North arrow
- ☐ Title block with name of applicant and date of submittal

Required Information

- ☐ One (1) completed application
- ☐ All fees
- ☐ Tree location map and site plan, showing:
- ☐ Location of all buildings, structures, and other improvements proposed
 - ☐ Limits of the construction lines
 - ☐ Location of trees to be removed, located by measurements from the two nearest property lines and assigned a reference number
 - ☐ Caliper and common name of all protected trees
 - ☐ Any required replacement trees, shown with caliper size and common name and scientific name of the tree (Genus and species)

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot #: _____ Reviewer: _____

This page was intentionally left Blank



Variance Application Form

This form shall be submitted with each application for a variance.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____

(Subdivision)

(Lot)

(Block)

Current Zoning _____

Present Use of Property

Proposed Use of the Property

Total Area of Site _____

Project Name: _____ Lot#: _____ Reviewer: _____

1. The applicant is seeking relief from the following specific Section(s) of the UDC (also list the UDC requirement and the proposed alternative requirement):

2. _____ the applicant seeks this variance in order to:

3. _____ the zoning of the lot and adjacent lots is:

4. _____ this variance will not disrupt adjacent lot owners due to the following mitigating factors:

5. _____ items will be delivered to the site in the following manner and along the following routes:

Variance Application Checklist:

- ☐ One (1) completed application
- ☐ All fees
- ☐ One (1) copy of the recorded plat of the property
- ☐ One (1) copy of the recorded covenants and restrictions for the property (if applicable)
- ☐ One (1) legible copy of a site plan/plot plan (scaled/dimensioned drawing showing location of proposed construction) on 24 in. x 36 in., 11 in. x 17 in., or 8 ½ in. x 11 in.
- ☐ Building elevations for the proposed construction

Project Name: _____ Lot#: _____ Reviewer: _____

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____



Zoning Clearance Permit Application Form

This form shall be submitted with each application to establish a new use or to request a change in use. Depending on the nature of the work, additional permits may be required.

CONTACT INFORMATION

Applicant

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Architect (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Property Owner (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Engineer/Land Surveyor (if different)

Name

Street Address

City, State Zip

Phone

Fax

E-mail

Project Name: _____ Lot#: _____ Reviewer: _____

PROPERTY PROFILE

Site Address _____

Legal Description _____
(Subdivision) (Lot) (Block)

Current Zoning _____

Present Use of Property

_____Proposed Use of the Property

Total Area of Site _____

Is this use classified as a (check one):

☐ Permitted Use☐ Conditional Use

Project Name: _____ Lot#: _____ Reviewer: _____

1. Provide a detailed description of the proposed use, including operations, display of goods, lighting, etc.:

2. Describe the location and area (square feet) devoted to the proposed use, and the type, location, and area (square feet) of all accessory uses:

Required Information

- ☐ One (1) completed application
- ☐ All fees

I, _____ (print or type name), certify with my signature below that the information included in my submittal packet is complete, true, and correct, to the best of my knowledge.

Signature of Applicant

Date

Project Name: _____ Lot#: _____ Reviewer: _____