



Development Application Nonresidential, MF, SF-A, PH, & Mixed-Use Development

Subject Property Information *(complete the following)*

Parcel Description *(existing platted subdivision name, block and lot designation; if unplatted, propose)* _____

Existing Zoning _____

General Location *(street frontage and distance to cross street)* _____

Gross Area of Parcel _____
(to the nearest tenth of acre)

Items Required with Submittal *(check the appropriate boxes to indicate items submitted with application)*

The general requirements and appropriate development step items must accompany this application unless noted otherwise on the pre-application conference form. Additional options may be required as determined in pre-application conference.

General Requirements *(Required for ALL development applications)*

- Development Application *(1 signed and notarized)*
- Plan and Plat Checklists *(1 completed for each plan and plat)*
- Current Tax Certificate *(1 ORIGINAL tax certificate from all taxing agencies)*
- Pre-application Conference Form *(1 copy)*
- All Documents and Plans/Plats on a CD/flash drive in PDF format

Concept Plan/Conveyance Plat Step

(See Fee Schedule for all Amounts)

- Concept Plan/Revised Concept Plan **(3 copies - 24" x 36")** Amount \$ _____
- Conveyance Plat/Revised Conveyance Plat **(3 copies - 24" x 36")** Amount \$ _____

Preliminary Site Plan Step

- Preliminary Site Plan **(3 copies - 24" x 36")** Amount \$ _____
- General Tree Survey **(1 copy - 24" x 36")**
- Open Space Exhibit **(1 copy - 24" x 36")**
- Traffic Impact Analysis **(3 copies - 8 1/2" x 11")** Amount \$ _____

Site Plan Step

- Site Plan/Revised Site Plan **(3 copies - 24" x 36")** Amount \$ _____
- Preliminary Plat/Preliminary Replat (all types) **(3 copies - 24" x 36")** Amount \$ _____
- Proposed Street Names *(Attach separate document)*
- Landscape Plan/Revised Landscape Plan **(1 copy - 24" x 36")** Amount \$ _____
- Tree Preservation Plan **(1 copy - 24" x 36")**
- Facade Plan **(1 COLOR copy - 24" x 36"; mat. board - RE & RC Zoning ONLY - 8 1/2" x 14")** Amount \$ _____
- Civil Engineering Plans **(4 bound sets w/plat, site plan, and landscape plan included - 24" x 36" and a PDF copy)**

Final Plat Step

- Final Plat/Replat **(3 copies - 24" x 36")** Amount \$ _____

Additional Options

- Amending Plat/Minor Plat **(3 copies - 24" x 36")** Amount \$ _____
- Vacation of Plat **(3 copies - 24" x 36")** Amount \$ _____
- Substantially Conforming Site Plan **(1 copy - 24" x 36")** Amount \$ _____

Development Application

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Property Owner and Authorization *(sign and notarize)*

Name *(signature required below)* _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email **(REQUIRED)** _____

Property Owner, check ONE of the following:

- I will represent the application myself; OR
- I hereby designate _____ *(name of project representative)* to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct.

Property Owner's Signature _____ Date _____

STATE OF: TEXAS

COUNTY OF:

BEFORE ME, a Notary Public, on this day personally appeared _____ *(printed property owner's name)* the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the ____ day of _____, 20____

Notary Public in and for the State of Texas

Project Representative *(complete if designated by owner)*

Purchaser Tenant
 Preparer Other *(specify)* _____
Name _____
Company Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____
Email _____

Engineer
Name _____
Company Name _____
Address _____
City _____ State _____ Zip Code _____
Phone _____
Email _____