

Development Application for Single-Family Development (Except Patio Home & SF-A)

Subject Property Information

Current or if unplatted, proposed subdivision name(s), block(s), & lot(s) _____ Gross area of parcel (to nearest tenth of acre) _____

Street frontage & distance to nearest cross street _____ Existing zoning _____ Number of lots: _____

Residential _____ Open Space _____

Required Items *(Check documents provided)*

ALL development applications must provide the following in print and electronic format:

- Completed Development Application with notarized property owner signature
- Completed Plan and Plat Checklist(s) (*1 per plan/plat*)
- Pre-application Meeting Notes
- Current tax statement(s) for each parcel involved

Concept Plan Step

(See Fee Schedule for details)

- Concept Plan/Revised Concept Plan (**3 copies** - 24" x 36") Amount \$ _____
- Conveyance Plat/Revised Conveyance Plat (**3 copies** - 24" x 36") Amount \$ _____
- General Tree Survey (**1 copy** - 24" x 36")

Preliminary Plat Step

- Preliminary Plat/Preliminary Replat (**3 copies** - 24" x 36") Amount \$ _____
- Landscape Plan/Revised Landscape Plan (**1 copy** - 24" x 36") Amount \$ _____
- Tree Preservation Plan (**1 copy** - 24" x 36")
- Civil Engineering Plans (**4 bound sets w/ plat, site plan, and landscape plan included - 24" x 36" and a PDF copy**)
- Proposed Street Names (**1 copy** - 8 1/2" x 11")

Final Plat Step

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

Other

- Amending Plat/Minor Plat (**3 copies** - 24" x 36") Amount \$ _____
- Vacation of Plat (**3 copies** - 24" x 36") Amount \$ _____

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Submittal Type (check one of the following)

- Pre-Submittal:** all required documents are present excluding fees. I understand that the project information presented to the City at this time is not filed, and therefore the City is not required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days. This Pre-Submittal will be changed to a Shot Clock Submittal following the receipt of written notice and payment of fees. I am requesting this of my own volition and not at the request of the City of Plano.
- Shot Clock Submittal:** all required documents are present including fees. I understand that the project information presented to the City at this time is filed and therefore, the City is required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days.

Property Owner Information and Authorization

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

Project Representation (check one):

- 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. I have selected the above submittal type, representation, and landscape incentive of my own volition and not at the request of the City of Plano.

Property Owner's Signature _____ Date _____

STATE OF: _____
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 Information (complete if designated by owner)

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