



Note: MGO items are applied for online.

Case # _____

Planning Master Application

Development Services Department – Planning Division

AN INCOMPLETE APPLICATION WILL DELAY PROCESSING.

Return completed application to 200 Sidney Baker Street, Kerrville, Texas 78028 or via email planning.division@kerrvilletx.gov

Questions? Call (830) 258-1514

1. APPLICANT/OWNER CONTACT INFORMATION

Name of Owner: _____ Email: _____

Mailing Address: _____ Phone: _____

Name of Applicant: _____ Email: _____

If different than Owner

Mailing Address: _____ Phone: _____

2. SUBJECT PROPERTY

Project Name: _____

Street address: _____

Tax/Property ID Number: _____

Legal Description/Subdivision Name: _____

Block: _____ Lot: _____ Acreage: _____ Zoning District: _____

☐ Attach metes and bounds description if the property is not platted

3. PLEASE CHECK ALL REQUESTS THAT APPLY:

(Accounting Transaction Code: 840.00 – 29-6236)

- | | | | | |
|---|--------|--|--|--------|
| ☐ Administrative Appeal (ZBA) | \$265 | ☐ Plat, Final/Minor/Replat/Amending (P&Z) | \$150 + \$10/lot | _____ |
| ☐ Alcoholic Beverage Distance Variance (CC) | \$256 | ☐ Plat, Preliminary (P&Z) | \$300 + \$20/lot or \$10/acre (whichever is greater) | _____ |
| ☐ Alternative Screening (P&Z) | No Fee | ☐ Predevelopment (Planning Division) | + Preliminary drawing or sketch | No Fee |
| ☐ Annexation (P&Z/CC) - MGO | \$655 | ☐ Preliminary Site Plan Review (DRC) | | No Fee |
| ☐ Comprehensive Plan Amendment (P&Z/CC) | \$300 | ☐ Variance: Sign (P&Z) or Zoning (ZBA) | + Form - MGO | \$265 |
| ☐ Conditional Use Permit - MGO (P&Z/CC) + Site Plan | \$355 | ☐ Zoning Change (P&Z/CC) - MGO | | \$455 |

Please review associated Checklists for additional requirements of a complete application.

Note: All application fees will be confirmed and collected upon application submittal. City acceptance of fees does not deem an application complete. The application completeness review may take up to ten (10) business days. Customer will be notified once application has been deemed complete, triggering the start of formal application processing. An incomplete application will delay processing. Carefully review application requirements and checklists. Please continue to Page 2 of application.

4. PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED REQUEST/PROJECT
(Attach additional pages or support materials, as needed)

5. SUPPLEMENTAL INFORMATION

If this is a Zoning Change or Annexation with Zoning Change request:

Current Zoning: _____ Proposed Zoning: _____

If this is a Comprehensive Plan Amendment request:

Current Future Land Use: _____ Proposed Future Land Use: _____

6. OWNER / APPLICANT ACKNOWLEDGEMENT

I hereby certify that I am the Owner of the subject property. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect the application may be denied and/or the permit or approval may be revoked. I further acknowledge that application processing does not formally begin until application is deemed complete and all fees have been paid.

Owner Signature: _____ Date: _____

If application is not signed by Owner, an Owner Affidavit (DVS-FRM-066.PLN) is required.

I hereby certify that I am the Duly Authorized Agent of the Owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect the application may be denied and/or the permit or approval may be revoked. I further acknowledge that application processing does not formally begin until application is deemed complete and all fees have been paid.

Applicant Signature: _____ Date: _____

Sign here if you are the Applicant. If Owner not signing, an Owner Affidavit (DVS-FRM-066.PLN) is required.