

**Action Requested\* (Include All Items)**

Site Plan

Elevation Plan

Photometric Plan

Landscape Plan

**Applicant Information**

Key Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Contact Status:*      Owner      Prospective Buyer      Tenant      Representative

Owners Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Ownership Status:*      Individual      Trust      Partnership

Applicant Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

*Property Owner Must Sign the application or submit a notarized letter of authorization.*

**Request Information**

Proposed Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Subdivision\*: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Existing Zoning/Land Use: \_\_\_\_\_ Requested Zoning/Land Use: \_\_\_\_\_

Requested Specific Use Permit: \_\_\_\_\_ Requested Planned Development District: \_\_\_\_\_

*\*A metes and bounds description must be attached if the request is for a portion of a platted lot or non-platted tract.*

**Notary Statement (All signatures must be notarized)**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that  
he/she executed the same for the purposes and consideration expressed and, in the capacity, therein stated

Given under my hand and seal office

**Seal:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for the State of Texas. My Commission Expires: \_\_\_\_\_

For Office Use Only

Application Date:

Fee:

Case No:

Planning and Zoning Hearing:

City Council Hearing:



## Items for Submittal

For Staff Review Submit 3 Copies of the Following

1. 24" x 36" Recorded Plat or Survey by registered surveyor (For Unplatted Property) including meets & bounds description
2. For SUP or PD application additionally submit
  - a. 24" x 36" Site plan/development plan
  - b. 24" x 36" Landscape Plan
  - c. 24" x 36" Lighting Plan
  - d. 11" x 17" Colored Elevation on Four Sides
  - e. 11" x 17" Sign Plan



## Fee Schedule

Site plan review:

\$350.00 + \$20.00/acre plus actual cost of  
third-party review fee(s)