



Case # \_\_\_\_\_  
(to be assigned by City staff)

**Application Requirements:** The applicant is required to submit sufficient information that describes and justifies the proposal. See the appropriate check list and fee schedule for minimum requirements. Incomplete applications will not be processed.

### Property Information

|                     |       |                   |       |
|---------------------|-------|-------------------|-------|
| Project Name        | _____ | Legal Description | _____ |
| Project Address     | _____ |                   | _____ |
|                     | _____ |                   | _____ |
| Project Description | _____ |                   | _____ |
|                     | _____ | Gross Acreage     | _____ |
|                     | _____ |                   | _____ |

### Applicant & Owner Information

|                  |       |              |       |
|------------------|-------|--------------|-------|
| Applicant Name   | _____ | Company      | _____ |
| Owner Address    | _____ | Telephone No | _____ |
| City, State, Zip | _____ | Email        | _____ |

**Applicant Status (check one)**    ☐ **Owner**    ☐ **Representative**    ☐ **Tenant**    ☐ **Prospective Buyer**

|                  |       |              |       |
|------------------|-------|--------------|-------|
| Property Owner   | _____ | Telephone No | _____ |
| Address          | _____ | Email        | _____ |
| City, State, Zip | _____ |              | _____ |

### Information Required for Zoning Change Requests

Current zoning: \_\_\_\_\_

Proposed zoning: \_\_\_\_\_

Reason for requested change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(attach other pages as needed)*

*If the requested zoning change is for a planned development district, additional materials are required to be submitted with the application. Please see city code Chapter 106 Division 14 for more details.*

NOTE: substantive changes to the application and/or supporting documents will not be accepted between the Planning & Zoning Commission consideration and City Council consideration.

**If the applicant is not the property owner, the property owner must sign the application or submit a notarized letter of authorization.**

|                                                                                                                                                                                                                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SIGNATURE OF APPLICANT (SIGN AND PRINT OR TYPE YOUR NAME)                                                                                                                                                                                                                                                        |  |
| SIGNATURE: _____ DATE: _____                                                                                                                                                                                                                                                                                     |  |
| SIGNATURE OF PROPERTY OWNER IF NOT APPLICANT:                                                                                                                                                                                                                                                                    |  |
| SIGNATURE _____ DATE: _____                                                                                                                                                                                                                                                                                      |  |
| <b>(Letter of authorization required if signature is other than property owner)</b>                                                                                                                                                                                                                              |  |
| **The property owner must sign the application or submit a notarized letter of authorization.                                                                                                                                                                                                                    |  |
|                                                                                                                                                                                                                                                                                                                  |  |
| <div>For City's Use Only</div> <div>MyGov Project # _____</div> <div>Date submitted: _____</div> <div>Total Fee \$ _____</div> <div>Paid by: <input type="checkbox"/> check # _____</div> <div><input type="checkbox"/> credit card</div> <div><input type="checkbox"/> cash</div> <div>Accepted By: _____</div> |  |

Dear Applicant,

Thank you for choosing Crowley for your development project. Our goal is to assist you in making the application and hearing process as simple and easy to understand as possible. On the following page, you will find a list of staff contacts. Please let us know if you have any questions during the application process. In addition, if you would like to schedule a **pre-application meeting**, we would be happy to schedule a meeting as soon as possible. For pre-application meetings, please call or email the Planning Department at the contact information shown on the following page.

Following the staff contact page are links to the sections of city code that apply to each application type. The city code sets out what must be included in each application, lists application fees, and also describes the public hearing process (if hearings are required). Please note that, due to timelines for notifications required by state law, requests that require public hearings may take three to four weeks before they will be considered by the Planning & Zoning Commission, but staff will make every effort to place your request on a Planning & Zoning Commission agenda as soon as possible.

While you are preparing your application, you may want to consider the following questions:

- Is the property platted?
- Have you scheduled a Development Review meeting with development staff? (If needed)
- Does your proposed use require a specific use permit approved by the Planning & Zoning Commission and the City Council?
- If you are going to occupy an existing building will it require an asbestos survey?
- Have you inquired about all of the fees that will be due pertaining to this project?

The development staff strives to provide you with efficient and courteous service. Please let us know how we can help you.

---- City of Crowley Community Development Staff

## Planning & Development Staff

| STAFF           | DEPARTMENT                      | PHONE                                                                              | EMAIL                        |
|-----------------|---------------------------------|------------------------------------------------------------------------------------|------------------------------|
| Rachel Roberts  | Planning & Development Director | 817-297-2201 ext 3030                                                              | rroberts@ci.crowley.tx.us    |
| Whitney Beatty  | Building Permits Clerk          | 817-297-2201 ext 3000                                                              | permits@ci.crowley.tx.us     |
| Kevin Davis     | Building Inspector              | 817-297-2201 ext 3000<br><i>(call permits office and leave message with staff)</i> |                              |
| Claude Scally   | Fire Marshal                    | 817-297-2201 ext 5220                                                              | cscally@ci.crowley.tx.us     |
| Mike Rocamontes | Director of Public Works        | 817-297-2201 ext 3290                                                              | mrocamontes@ci.crowley.tx.us |

*This page is for the applicant's reference. Do not include this page with your submitted application.*

## QUICK REFERENCE GUIDE: CITY OF CROWLEY CODE OF ORDINANCES

### FEES

See Chapter 106 – Appendix A- Schedule of rates, fees and charges

[https://library.municode.com/tx/crowley/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_APXASCRAFECH](https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_APXASCRAFECH)

(Link updated 06.09.2020)

### ZONING CHANGE

See Chapter 106 – Zoning, Division 5 – Amendments

[https://library.municode.com/tx/crowley/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH106ZO\\_ARTIIAD\\_DIV5AM](https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_CH106ZO_ARTIIAD_DIV5AM) (Link updated 06.09.2020)

### CODE AMENDMENT

Requests to change requirements of the zoning code follow the same application and hearing process as zoning changes.

### SPECIFIC USE PERMIT

See Chapter 106 – Zoning, Division 6 – Specific Use Permits

[https://library.municode.com/tx/crowley/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH106ZO\\_ARTIIAD\\_DIV6SPUSPE](https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_CH106ZO_ARTIIAD_DIV6SPUSPE) (Link updated 06.09.2020)

### SITE & LANDSCAPING PLAN

See Chapter 106 – Zoning, Article IV – Supplementary Regulations and Division 3 – Site Plan

[https://library.municode.com/tx/crowley/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH106ZO\\_ARTIVSURE\\_DIV3SIPL](https://library.municode.com/tx/crowley/codes/code_of_ordinances?nodeId=PTIICOOR_CH106ZO_ARTIVSURE_DIV3SIPL) (Link updated 06.09.2020)