

CITY OF TIOGA
600 Main Street, P.O. Box 206, Tioga, Texas 76271
Office 940-437-2351 Fax 940-437-2432

PLANNING APPLICATION

(Please print clearly)

TYPE OF APPLICATION

(Please check one)

PLATS

___ Preliminary

___ Final

___ Replat

___ Minor

OTHER

___ Zoning Request/Change

___ Specific Use Permit

___ Variance

___ Other: _____

APPLICANT INFORMATION

Current Land Owner

Applicant or Agent of Owner
(if applicant is not property owner)

Signature

Printed Name

Company

Mailing Address

Telephone

Cell

Fax

Email

PROJECT INFORMATION

(Complete all information)

Proposed Project Name: _____

Location: _____

Existing Zoning: _____

Proposed Zoning (if applicable): _____

Type of Variance needed (if applicable): _____

Reason Specific Use Permit is requested (if applicable): _____

Existing Subdivision/Survey Name: _____

Existing Block/Abstract No.: _____ Lot/Tract No: _____

Proposed Plat Name (if applicable): _____

Acreage: _____ Number of Lots Created: _____

Size of Lots (min./max): _____

APPLICATION EXPLANATION

Explanation and Description of Request or Project:

SUBMISSION REQUIREMENTS

Before preparing an application, the applicant may consult with City Staff to discuss the feasibility of the request and any additional information needed to process the application.

Applications should be filed with the City Secretary a minimum of fifteen (15) days prior to the Planning and Zoning Commission meeting in order to be placed on the agenda for that meeting. Please note that all plats will be sent to the City Engineer for review prior to the Planning and Zoning Commission meeting. The Plat will be placed on the agenda for the first available meeting after it is accepted by the City Engineer (which may take more than fifteen (15) days).

A copy of the Planning and Zoning Ordinance and/or Subdivision Ordinance can be obtained from the City Secretary. (There may be a charge assessed for the copies.) It is imperative that plats contain all information required by the Subdivision Ordinance.

The following list of submission requirements should be used by the applicant as a guide in preparing a complete application. If any of the required information is missing, inaccurate or incomplete, the application may not be placed on the agenda of a Planning and Zoning Commission meeting.

- A. A completed and signed application form; and,**
- B. A check for the application fee, made payable to the City of Tioga; and,**
 - 1. Preliminary Plat:**
 - a. Three (3) copies of the preliminary plat (see subdivision ordinance for plat requirements); and,
 - b. One (1) copy of the boundary traverse calculations of the subdivision.
 - c. Electronic file (pdf) of plat and boundary traverse calculations.
 - 2. Final Plat:**
 - a. Six (6) direct prints and three (3) mylar prints of the final plat (see subdivision ordinance for plat requirements).
 - b. Six (6) sets of plans and specifications for water, sanitary sewer, asphaltting and drainage improvements prepared by a registered professional civil engineer. (See subdivision ordinance for construction plan requirements.)
 - c. Electronic file (pdf) of plat and plans.
 - 3. Replat:**
 - a. Six (6) direct prints and three (3) mylar prints of the final plat (see subdivision ordinance for plat requirements).
 - b. Electronic file (pdf) of plat.
 - 4. Minor Plat (Short form):**
 - a. Six (6) copies of the final plat together with three (3) mylar sheets are required. Final plats will be drawn on 18" X 24" sheets at a scale not to exceed 1" = 200'. (See subdivision ordinance for plat requirements.)
 - b. A topography contour plan drawn per the requirements of the preliminary plat (see subdivision ordinance for details).
 - c. Electronic file (pdf) of plat and contour plan.

5. Zoning Request/Change, Specific Use Permit or Variance:

- a. Two (2) copies of the property survey and/or plat.
- b. Two (2) sets of architectural drawings of the proposed improvements on the site.
- c. Electronic file (pdf) of survey and/or plat and architectural drawings of proposed improvements.

FILING FEES

Preliminary Plat	\$200.00 plus \$5.00 per lot (to be paid at time of filing) and actual engineering fees plus a 10% administrative fee for plan review (to be paid before approval of the preliminary plat).
Final Plat	Actual Engineering fees plus a 10% administrative fee for plan review (to be paid before approval of the final plat).
Construction Plans	Actual Engineering fees plus a 10% administrative fee for plan review (to be paid before approval of the final plat).
Replat	\$100.00 (to be paid at time of filing) and actual engineering fees plus a 10% administrative fee for plan review (to be paid before approval of the plat).
Minor Plat	\$100.00 plus \$5.00 per lot (to be paid at time of filing) and actual engineering fees plus a 10% administrative fee for plan review (to be paid before approval of the plat)
Variance, Zoning Change, or Specific Use Permit	\$200.00 (to be paid at time of filing)