



City of Dripping Springs

PHYSICAL: 511 Mercer Street • MAILING: PO Box 384

Dripping Springs, TX 78620

512.858.4725 • cityofdrippingsprings.com

## SUBDIVISION APPLICATION

Case Number (staff use only): \_\_\_\_\_ - \_\_\_\_\_

### MEETINGS REQUIRED

(AS APPLICABLE PER SITE DEVELOPMENT ORDINANCE)

INFORMAL  
CONSULTATION  
DATE: \_\_\_\_\_

☐ NOT  
SCHEDULED

PRE-APPLICATION  
CONFERENCE  
DATE: \_\_\_\_\_

☐ NOT SCHEDULED

### PLAT TYPE

- ☐ Amending Plat  
☐ Minor Plat  
☐ Replat  
☐ Final Plat  
☐ Plat Vacation  
☐ Other: \_\_\_\_\_

### CONTACT INFORMATION

**APPLICANT NAME** \_\_\_\_\_  
**COMPANY** \_\_\_\_\_  
**STREET ADDRESS** \_\_\_\_\_  
**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_  
**PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**OWNER NAME** \_\_\_\_\_  
**COMPANY** \_\_\_\_\_  
**STREET ADDRESS** \_\_\_\_\_  
**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_  
**PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

| <b><u>PROPERTY INFORMATION</u></b>                         |                                                                                                                                                                                                                        |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROPERTY OWNER NAME                                        |                                                                                                                                                                                                                        |
| PROPERTY ADDRESS                                           |                                                                                                                                                                                                                        |
| CURRENT LEGAL DESCRIPTION                                  |                                                                                                                                                                                                                        |
| TAX ID #                                                   |                                                                                                                                                                                                                        |
| LOCATED IN                                                 | <input type="checkbox"/> City Limits<br><input type="checkbox"/> Extraterritorial Jurisdiction                                                                                                                         |
| CURRENT LAND ACREAGE                                       |                                                                                                                                                                                                                        |
| SCHOOL DISTRICT                                            |                                                                                                                                                                                                                        |
| ESD DISTRICT(S)                                            |                                                                                                                                                                                                                        |
| ZONING/PDD/OVERLAY                                         |                                                                                                                                                                                                                        |
| EXISTING ROAD FRONTAGE                                     | <input type="checkbox"/> Private                      Name: _____<br><input type="checkbox"/> State                              Name: _____<br><input type="checkbox"/> City/County (public)              Name: _____ |
| DEVELOPMENT AGREEMENT?<br>(If so, please attach agreement) | <input type="checkbox"/> Yes (see attached)<br><input type="checkbox"/> Not Applicable<br>Development Agreement Name: _____                                                                                            |

| <b><u>ENVIRONMENTAL INFORMATION</u></b>                                       |                                                          |
|-------------------------------------------------------------------------------|----------------------------------------------------------|
| IS PROPERTY OVER THE EDWARDS AQUIFER RECHARGE ZONE?                           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS PROPERTY OVER THE BARTON SPRINGS CONTRIBUTING ZONE TO THE EDWARDS AQUIFER? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS PROPERTY WITHIN A FEMA FLOODPLAIN AS DEFINED BY THE MOST CURRENT FIRM?     | <input type="checkbox"/> YES <input type="checkbox"/> NO |

| PROJECT INFORMATION                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROPOSED SUBDIVISION NAME                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                     |
| TOTAL ACREAGE OF DEVELOPMENT                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                     |
| TOTAL NUMBER OF LOTS                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                     |
| AVERAGE SIZE OF LOTS                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                     |
| INTENDED USE OF LOTS                                                                                                                                                                                                                          | <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL/OTHER: _____                                                                                                                                           |
| # OF LOTS PER USE                                                                                                                                                                                                                             | RESIDENTIAL: _____<br>COMMERCIAL: _____<br>INDUSTRIAL: _____                                                                                                                                                                                                        |
| ACREAGE PER USE                                                                                                                                                                                                                               | RESIDENTIAL: _____<br>COMMERCIAL: _____<br>INDUSTRIAL: _____                                                                                                                                                                                                        |
| LINEAR FEET (ADDED) OF PROPOSED ROADS                                                                                                                                                                                                         | PUBLIC: _____<br>PRIVATE: _____                                                                                                                                                                                                                                     |
| ANTICIPATED WASTEWATER SYSTEM                                                                                                                                                                                                                 | <input type="checkbox"/> CONVENTIONAL SEPTIC SYSTEM<br><input type="checkbox"/> CLASS I (AEROBIC) PERMITTED SYSTEM<br><input type="checkbox"/> PUBLIC SEWER                                                                                                         |
| WATER SOURCES                                                                                                                                                                                                                                 | <b>SURFACE WATER</b><br><input type="checkbox"/> PUBLIC WATER SUPPLY<br><input type="checkbox"/> RAIN WATER<br><b>GROUND WATER*</b><br><input type="checkbox"/> PUBLIC WELL<br><input type="checkbox"/> SHARED WELL<br><input type="checkbox"/> PUBLIC WATER SUPPLY |
| *IF DOING GROUND WATER PROVISION FOR THE DEVELOPMENT USING GROUNDWATER RESOURCES, THE HAYS-TRINITY GROUNDWATER CONSERVATION DISTRICT MUST BE NOTIFIED:<br>HAYS-TRINITY GCD NOTIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                                                                                                                                                                                                     |

COMMENTS: \_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### **PUBLIC UTILITY CHECKLIST**

**ELECTRIC** PROVIDER NAME (if applicable): \_\_\_\_\_

☐ VERIFICATION LETTER ATTACHED    ☐ NOT APPLICABLE

**COMMUNICATIONS** PROVIDER NAME (if applicable): \_\_\_\_\_

☐ VERIFICATION LETTER ATTACHED    ☐ NOT APPLICABLE

**WATER** PROVIDER NAME (if applicable): \_\_\_\_\_

☐ VERIFICATION LETTER ATTACHED    ☐ NOT APPLICABLE

**WASTEWATER** PROVIDER NAME (if applicable): \_\_\_\_\_

☐ VERIFICATION LETTER ATTACHED    ☐ NOT APPLICABLE

**GAS** PROVIDER NAME (if applicable): \_\_\_\_\_

☐ VERIFICATION LETTER ATTACHED    ☐ NOT APPLICABLE

#### **PARKLAND DEDICATION?**

☐ YES    ☐ NOT APPLICABLE

#### **AGRICULTURE FACILITIES (FINAL PLAT)?**

☐ YES    ☐ NOT APPLICABLE

### COMPLIANCE WITH OUTDOOR LIGHTING ORDINANCE?\*

*(See attached agreement)*

\*If proposed subdivision is in the City Limits, compliance with the Lighting Ordinance is **mandatory**. If proposed subdivision is in the ETJ, compliance is **mandatory** when required by a Development Agreement, or as a condition of an Alternative Standard/Special Exception/Variance/Waiver.

Voluntary compliance is strongly encouraged by those not required by above criteria (see Outdoor Lighting tab on the city's website at [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com) and online Lighting Ordinance under the Code of Ordinances tab for more information).

☐ YES (REQUIRED)   ☐ YES (VOLUNTARY\*)   ☐ NO

## APPLICANT'S SIGNATURE

*Note: An additional signature is required on page 7 of the application verifying completeness. Applications should be submitted **only** when all required information is included in the submittal.*

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below signed applicant is not the owner of said property, the signature of the property owner must be included below, or consent must be attached (If a corporation, please list title, and name of corporation.)

---

Applicant Name

---

Applicant Signature

---

---

Date

---

Notary

Date

*Notary Stamp Here*

---

Property Owner Name

---

Property Owner Signature

---

Date

*All required items and information (including all applicable below listed exhibits and fees) must be received by the City for an application and request to be considered complete. Incomplete submissions will not be deemed filed and complete. By signing below, I acknowledge that I have read through and met all requirements for a complete submittal:*

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| <b><u>FINAL, REPLAT, MINOR, AND AMENDING PLAT CHECKLIST</u></b> |                          |                                                                                                                                                           |
|-----------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Subdivision Ordinance, Section 5</u></b>                  |                          |                                                                                                                                                           |
| <b>STAFF</b>                                                    | <b>APPLICANT</b>         |                                                                                                                                                           |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Completed application form – including all required notarized signatures                                                                                  |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Application fee (refer to Fee Schedule)                                                                                                                   |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Digital Copies/PDF of all submitted items                                                                                                                 |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | County Application Submittal – proof of online submission (if applicable)                                                                                 |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | ESD #6 Application <i>(if within City or Development Agreement)</i> or<br>Proof of Submittal to Hays County Fire Marshal <i>(if in the ETJ)</i>           |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | \$240 Fee for ESD #6 Application (if applicable)                                                                                                          |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Billing Contact Form                                                                                                                                      |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Engineer's Summary Report                                                                                                                                 |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Drainage Report – if not included in the Engineer's summary                                                                                               |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Geological Assessment Identifying Critical Environmental Features<br>[Sub. Ord. 4.7(l)(4)] (if applicable)                                                |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | OSSF Facility Planning Report or approved OSSF permit (if applicable)                                                                                     |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Final Plats                                                                                                                                               |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Copy of Current Configuration of Plat (if applicable)                                                                                                     |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Copy of Preliminary Plat (if applicable)                                                                                                                  |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Proof of final acceptance of all public infrastructure by the jurisdiction that will own and maintain it; or posting of fiscal for public infrastructure. |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Digital Data (GIS) of Subdivision                                                                                                                         |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Tax Certificates – verifying that property taxes are current                                                                                              |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Copy of Notice Letter to the School District – notifying of preliminary submittal                                                                         |
| <input type="checkbox"/>                                        | <input type="checkbox"/> | Outdoor Lighting Ordinance Compliance Agreement                                                                                                           |

|                          |                          |                                                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Development Agreement/PDD (If applicable)                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost estimate of public infrastructure improvements (all public infrastructure improvements including water, wastewater, roads, drainage, curbs, sidewalks, etc.) (if applicable).<br><br>*A Final Plat application will not be accepted if staff has not already approved this. |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation showing approval of driveway locations (TxDOT, County)                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation showing Hays County 911 Addressing approval (If applicable)                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Parkland Dedication fee (if applicable)                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | \$25 Public Notice Sign Fee                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Ag Facility Fees - \$35 per residential LUE (if applicable)                                                                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of Utility Service (Water & Wastewater) or permit to serve                                                                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Geologic Assessment Identifying Critical Environmental Features [Sub. Ord. 4.7(I)(4)]                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Application Meeting Form                                                                                                                                                                                                                                                     |

| FINAL PLAT INFORMATION REQUIREMENTS |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/> | A vicinity, or location, map that shows the location of the proposed Plat within the City (or within its ETJ) and in relationship to existing roadways.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries, existing or proposed highways and street right-of-way, bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments including any required concrete monuments (per the City Engineer); the length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the lines of each lot or Unit (curve and line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner shall be shown. |
| <input type="checkbox"/>            | <input type="checkbox"/> | The name, location and recording information of all adjacent subdivisions (or property owners of adjacent unplatted property), including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information.                                                                       |

|                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | The location, widths and names of all street right-of-way and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements and for location of all streets and median openings on highways or arterial roadways), existing or proposed, within the subdivision limits and adjacent to the subdivision; a list of proposed street names shall be submitted (in the form of a letter or memo along with the application form) for all new street names (street name approval is required at the time the Plat is approved)                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | The location of all existing property lines, existing lot and block numbers and date recorded, easements of record (with recording information),                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed arrangement and square footage of lots or Units (including lot and block numbers or Unit numbers).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | All sheets shall have a title block which shows the title or name under which the proposed subdivision is to be recorded; the name, address and phone number of the property owner(s); the name, address and phone number of the licensed engineer or registered professional land surveyor who prepared the plat/plans; the scale of the plat/plans; the date the plat/plan was prepared; and the location of the property according to the abstract or survey records of Hays County, Texas.                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale (including a graphic scale), date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>All physical features of the property to be subdivided shall be shown, including:</p> <ul style="list-style-type: none"> <li>- The location and size of all watercourses; and</li> <li>- 100-year floodplain according to Federal Emergency Management Agency (FEMA) information; and</li> <li>- Water Quality Buffer Zones as required by [WQO 22.05.017]</li> <li>- Drainage ways and drainage easements. Drainage easements are required for bypass of any offsite flows and for concentrated flows conveyed across lots. Drainage easements shall be large enough to contain the 100-yr storm [Sub. Ord. 12.2.2].</li> <li>- U.S. Army Corps of Engineers flowage easement requirements; and</li> <li>- All critical environmental features (CEFs) such as karsts, springs, sinkholes,</li> </ul> |

|                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                          | <p>caves, etc., to be located and documentation to be signed and certified by a geologist. All CEF to have a minimum setback of 150'. All designated wetlands to be certified as such by an accredited wetland biologist relying the presence of wetlands plant species.</p> <p>- Drainage area in acres or area draining into subdivisions (to be included in drainage report and construction plans); and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing zoning of the subject property and all adjacent properties if within the city limits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Provide notes identifying the following:</p> <ul style="list-style-type: none"> <li>• Owner responsible for operation and maintenance of stormwater facilities.</li> <li>• Owner/operator of water and wastewater utilities.</li> <li>• Owner/operator of roadway facilities</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>Certificates and other language shall be included on the plat, pursuant to the following Subsections: A statement signed by the property owner(s) and acknowledged before a Notary Public that the subdivided area is legally owned by the applicant.</p> <ul style="list-style-type: none"> <li>- A statement signed by the property owner(s) and acknowledged before a Notary Public that the subdivided area is legally owned by the applicant.</li> <li>- An accurate legal, such as by metes and bounds, description by bearings and distances (including necessary curve and line data), accurate to the nearest one hundredth of a foot, for all boundary, block and lot lines, with descriptions correlated to a permanent survey monument.</li> <li>- The registered professional land surveyor's certificate, with a place for his or her signature and notarization of his or her signature.</li> <li>- A place for plat approval signature of the Chair or Vice Chair, in the Chair's absence) of the Planning and Zoning Commission, a place for the City Secretary to attest such signature, and the approval dates by Planning and Zoning Commission.</li> <li>- Appendices to this Chapter contain certificates and languages to be used on the plat to accommodate the above requirements:</li> </ul> |

### **NARRATIVE OF COMPLIANCE**

A written narrative describing how all portions of the subdivision meets all requirements of this code and other codes, including landscaping, lighting, parkland dedication, site development, water quality protection, and zoning, as may be relevant.

Outdoor Lighting,  
Article 24.06

Parkland Dedication,  
Article 28.03

Landscaping and Tree  
Preservation, Article  
28.06

|                                     |                                                                                                                                                                                                                       |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     |                                                                                                                                                                                                                       |
| Subdivision, 28.02,<br>Exhibit A    | This section shall also include, depending on what type of plat is being filed, how public or private improvements will meet City standards, including water quality, drainage, stormwater, and fire (if applicable). |
| Zoning, Article 30.02,<br>Exhibit A |                                                                                                                                                                                                                       |

Received on/by: \_\_\_\_\_

Project Number: \_\_\_\_\_ - \_\_\_\_\_  
Only filled out by staff



## BILLING CONTACT FORM

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

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

Project Applicant Name: \_\_\_\_\_

### Billing Contact Information

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Project/Application (check all that apply):

- |                                                         |                                                |
|---------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Alternative Standard           | <input type="checkbox"/> Special Exception     |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Street Closure Permit |
| <input type="checkbox"/> Conditional Use Permit         | <input type="checkbox"/> Subdivision           |
| <input type="checkbox"/> Development Agreement          | <input type="checkbox"/> Waiver                |
| <input type="checkbox"/> Exterior Design                | <input type="checkbox"/> Wastewater Service    |
| <input type="checkbox"/> Landscape Plan                 | <input type="checkbox"/> Variance              |
| <input type="checkbox"/> Lighting Plan                  | <input type="checkbox"/> Zoning                |
| <input type="checkbox"/> Site Development Permit        | <input type="checkbox"/> Other _____           |

*Applicants are required to pay all associated costs associated with a project's application for a permit, plan, certificate, special exception, waiver, variance, alternative standard, or agreement, regardless of City approval. Associated costs may include, but are not limited to, public notices and outside professional services provided to the City by engineers, attorneys, surveyors, inspectors, landscape consultants, lighting consultants, architects, historic preservation consultants, and others, as required. Associated costs will be billed at cost plus 20% to cover the City's additional administrative costs. **Please see the online Master Fee Schedule for more details.** By signing below, I am acknowledging that the above listed party is financially accountable for the payment and responsibility of these fees.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date