



Planning and Zoning Application Community Development Department

Page 1 of 4

City File No. (STAFF ONLY): _____

Select the type of application(s) being submitted by checking the appropriate box below:

- | | |
|---|---|
| ☐ Site Plan | ☐ Conditional Use Permit |
| ☐ Landscape Plan | ☐ Meritorious Exception |
| ☐ Rezoning (Standard District) | ☐ Easement Vacation |
| ☐ Rezoning (Planned Development) | ☐ Right-of-Way Vacation |
| ☐ Comprehensive Plan Amendment | ☐ Other _____ |

PROJECT NAME: _____

PROPERTY DESCRIPTION:

Address or Location:		
Legal Description:		
Subdivision:	Lot:	Block:
Total Land Area (acres/sq. ft.):		
Current Zoning Class:	Proposed Zoning Class:	
Current Use:	Proposed Use:	

OWNER:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:

APPLICANT:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:
Contact Person:	Email:



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City File No. (STAFF ONLY): _____

ACKNOWLEDGEMENTS:

Applicant Acknowledgement

I certify that the information contained in this application submittal is true and correct to the best of my knowledge and ability.

I acknowledge that I must indicate whether this application is being submitted as a Preliminary Review or as a Final Submittal, as shown on page 3 of this application. I understand that only Final Submittals are eligible to be scheduled for consideration by the Planning and Zoning Commission and/or the City Council. Preliminary Reviews will not be placed on a public meeting agenda.

I understand that information provided with this submittal, or in any revised submittals, may be presented to the Planning and Zoning Commission, City Council, or otherwise provided to the public. I acknowledge that incomplete applications will not be accepted. I further understand that the application will not be accepted or processed without payment of the required fee(s).

I understand that if neither I nor my authorized agent is in attendance at the required public meeting(s), the Planning and Zoning Commission and/or City Council may dismiss the proposal at their discretion, and that such dismissal shall constitute a denial.

I understand that, if required, I must comply with all public hearing notice sign requirements established by the City.

I understand that all filing and review fees are non-refundable.

SIGNED:

Applicant: _____ **Date:** _____

NOTE: If this case is going to be represented by person(s) other than the applicant, an "Agent Authorization" will be required to be signed and notarized on page 4 of this application.

Property Owner Acknowledgment *(only required if the applicant is not the owner)*

I am the legal owner of the subject property identified in this application, or I am legally authorized to sign on behalf of the property owner, and I acknowledge that I have reviewed this application and that I do not object to its submission or consideration by the City of Benbrook.

SIGNED:

Property Owner: _____ **Date:** _____



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PRELIMINARY OR FINAL SUBMITTAL DECLARATION

PROJECT NAME: _____

APPLICANT NAME: _____

CITY FILE NUMBER (IF ASSIGNED): _____

Each applicant must declare whether this application is being submitted for Preliminary Review or as a Final Submittal. Only Final Submittals are eligible for scheduling before the Planning and Zoning Commission and/or City Council.

Check one box below and sign the corresponding acknowledgment.

☐ **PRELIMINARY REVIEW SUBMITTAL**

I acknowledge that this application is being submitted for Preliminary Review only. I understand that City staff will review the materials and may provide feedback. I further understand that this submittal will not be scheduled for a public hearing/meeting with this preliminary review submittal, and that a new, signed, and dated Final Submittal Declaration must accompany all final application materials when resubmitted for formal processing.

Applicant's Signature: _____ **Date:** _____

☐ **FINAL SUBMITTAL**

I acknowledge that this application is a Final Submittal and that all required materials have been provided in accordance with City requirements and the current submittal checklist. I understand that no further revisions will be accepted after the submittal deadline, and that electronic public meeting presentation materials, if desired, must be included with this submission. I also understand that the City reserves the right to refuse to broadcast or display any materials determined to be obscene, unlawful, or otherwise illegal.

Applicant's Signature: _____ **Date:** _____



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City File No. (STAFF ONLY): _____

AUTHORIZED AGENT:

Name:	Phone:
Address:	Email:
City, State, Zip:	Fax:

AGENT AUTHORIZATION

This statement must be acknowledged before a Notary Public

In lieu of representing myself as the applicant for this request, I hereby authorize the person designated above to act as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall serve as the sole point of contact with the City, and the City may communicate directly with the agent regarding all requirements, information, and/or public meetings related to this case. I understand that it is necessary for either myself or my authorized agent to be present at all applicable public meetings regarding this application

Signature of Applicant

Applicant Name Printed or Typed

Date

NOTARY STATEMENT:

Signed and affirmed before me, on this the _____ day of _____ 20 _____, by

_____(name of individual making statement), personally known

to me or proved to me on the basis of satisfactory evidence to be the person who appeared before me.

--

My Commission Expires: _____

Notary Public in and for the State of Texas



SITE PLAN

When required, the Community Development Department reviews and evaluates administrative Site Plans for fire and safety concerns, traffic circulation, drainage, landscaping, and conformance to zoning requirements. When required, the Planning and Zoning Commission reviews and approves Site Plans.

APPLICATION CHECKLIST

To apply, please submit the following to Planning staff:

IS THIS INCLUDED?	ITEMS TO BE INCLUDED
☐ Yes ☐ No	Completed Application Checklist
☐ Yes ☐ No	Completed Planning and Zoning Application
☐ Yes ☐ No	Project Narrative
☐ Yes ☐ No	Site Plan
☐ Yes ☐ No	Floor Plan
☐ Yes ☐ No	Building Elevations Plan
☐ Yes ☐ No	Landscape Plan
☐ Yes ☐ No	Tree Preservation and Mitigation Plan
☐ Yes ☐ No	Preliminary Civil Plans
☐ Yes ☐ No	Traffic Impact Study (if required by Engineering)
☐ Yes ☐ No	\$250.00 Fee (checks are made payable to the City of Benbrook)
☐ Yes ☐ No	Digital copy of all submitted documents



PLAN DETAILS

All Plans must demonstrate compliance with applicable City ordinances. Provide plans with the following information:

- Project narrative providing a brief summary of the project
- Dimensioned site plan showing:
 - All property lines; existing and proposed improvements; and all existing and proposed easements;
 - Data tables, labels, and/or dimensions showing compliance with zoning setbacks, parking, fire lanes, drive aisles, and other development standards
- Dimensioned Floor Plan showing the use and size of rooms, required if multiple uses are proposed for parking calculations (see table 17.88.010 of the zoning ordinance)
- Dimensioned Building Elevations Plan identify and label all materials, colors, and area calculations
- Dimensioned Landscape Plan including a plantings schedule, calculations and data tables showing compliance with Chapter 17.98 of the Zoning Ordinance
- Tree Preservation and Mitigation Plan including a tree survey, calculations and data tables showing compliance with Section 16.28.010 of the Benbrook Municipal Code
- Preliminary Civil Plans in accordance with Chapter 16.20 of the Benbrook Municipal Code

STAFF CONTACT INFORMATION

Contact Planning Staff if you have any questions. Either call 817-249-6060 or email Staff at planning@benbrook-tx.gov.

To submit an application in person, please schedule a drop-off time with Planning Staff. Applications may be submitted by mail; however, incomplete applications will not be accepted.