



APPLICATION FOR DEVELOPMENT REVIEW

CITY OF FORNEY COMMUNITY DEVELOPMENT

101 E Main Street

Forney, TX 75126

MAIN PHONE: 972-552-6655

WEBSITE: <http://www.forneytx.gov>

APPLICATION TYPE & FEES

Check the application type you wish to apply for (one application per each case)

- | | | |
|--|--|--|
| ☐ Preliminary Plat (\$250 + \$15 per lot) | ☐ Final Plat (\$300 + \$20 per lot) | ☐ Minor Plat (\$300 + \$20 per lot) |
| ☐ Amended Plat (\$300 + \$20 per lot) | ☐ Replat (\$350 + \$20 per lot) | ☐ Civil Engineering Plans (ask staff) |
| ☐ General Rezone (\$400) | ☐ PD Rezone (check with staff) | ☐ Conditional Use Permit (\$400) |
| ☐ Miscellaneous (check with staff) | ☐ Site Plan (\$500 + \$20 per acre) | ☐ Variance/Exception (\$500) |

SITE PLAN CHECKLIST

****THE CITY MAY NOT ACCEPT ANY APPLICATION IF IT HAS NOT BEEN THROUGH A PRE-APPLICATION MEETING****

IF ALL ITEMS LISTED BELOW ARE NOT INCLUDED, IT WILL BE DEEMED AN INCOMPLETE APPLICATION & NOT BE ACCEPTED

1. Complete application with all signatures required including notarized Letter of Authorization, if required.
2. Application fee with checks made payable to City of Forney. Credit card payments are also accepted. **Contact staff for exact fees.**
3. Summary of explanation detailing reason for request and requested action (no more than one page).
4. One copy of legal survey showing the legal description with metes & bounds if not platted or a plat showing property.
5. First submittal requires 1 full-size (24"X36") sheet set for each project including colored concept or site plans, photometric, landscape, elevations & fencing plan along with any other drawing that is beneficial in the review of the project. Must be a digitally-produced, professional quality drawing.
6. A flash drive of all project drawings & documents is required in PDF format. **Scanned PDFs will NOT be accepted.**
7. Re-submittals require what is outlined in #5 and #6 above.
8. Plat and zoning applications shall submit official certified tax certificate(s) showing \$0 current balance. Tax certificates are available at the Kaufman County Tax office.

PROPERTY INFO

Current/Proposed Legal Description: _____

Address/Approximate Location: _____

Current /Proposed Zoning: _____ Acres: _____ # of Lots: _____

APPLICANT/OWNER INFORMATION

Applicant Name: _____ Company Name: _____

Mailing Address: _____

Main Phone: _____ Email: _____

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

Property Owner: _____ Company Name: _____

Mailing Address: _____

Main Phone: _____ Email: _____

Owner's Signature: _____ **Date:** _____

A NOTARIZED LETTER OF AUTHORIZATION IS REQUIRED IF THE APPLICANT AND PROPERTY OWNER ARE DIFFERENT.

CONSULTANT INFO.

Consultant Name: _____ Company Name: _____

Mailing Address: _____

Main Phone: _____ Email: _____

PRIMARY CONTACT

Please indicate who you would like to receive City issued review comments. Maximum two (2) are allowed per project.

- ☐ **Applicant**
☐ **Consultant**

- ☐ **Property Owner**
☐ **Other** (provide name & email below)

OFFICE USE

Case Name: _____

Case No: _____ Fees: _____ Received by: _____