

City of Copperas Cove Development Application *Fees Effective: 10-01-2025*

(Incomplete applications cannot be accepted)

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|--|---|--|
| ☐ Annual Donation Bin Permit | ☐ Plat – Public Dedication | ☐ Request for Development Review |
| ☐ CLOMR/FEMA | ☐ Plat – Minor Administrative Final Plat | ☐ Site Development Plan |
| ☐ Conditional Use Permit (CUP) | ☐ Plat – Minor P&Z Commission Final Plat | ☐ Temporary Use Permit (TUP) |
| ☐ Expedited Development Application | ☐ Plat – Major Final Plat (5 lots or more) | ☐ Variance (BOA or P&Z Commission) |
| ☐ Flood Development Plan | ☐ Plat – Preliminary Plat (5 lots or more) | ☐ Zoning Code Text Amendment |
| ☐ Future Land Use Plan Amendment | ☐ Plat – ROW Vacation/Abandonment | ☐ Zoning Map Amendment (Rezone) |
| ☐ Land Disturbance Permit | ☐ Pre-Application Conference (Major Plats) | ☐ Zoning Master Plan (Overlay District) |
| ☐ Limited Use Permit (LUP) | ☐ Request for Annexation by Owner(s) | ☐ Zoning Verification (Basic or Custom) |

PROJECT INFORMATION:

☐ Residential ☐ Commercial ☐ Property Platted ☐ Property Not Platted ☐ ETJ

Project Name: _____ Parcel(s) Tax ID# (Required): _____

Project Address (Location): _____ Total Acres: _____

Lot: _____ Block: _____ Subdivision: _____

Cabinet #: _____ Slide #: _____

Out block (if not platted): _____

Brief Description of Project: _____

Current Zoning _____ # of Existing Lots _____ # of Existing Units _____

Proposed Zoning _____ # of Proposed Lots _____ # of Proposed Units _____

APPLICANT / CONTACT INFORMATION: *(This will be the primary contact; please ensure email address is legible.)*

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell #: _____ Fax #: _____

Email Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell #: _____ Fax #: _____

Email Address: _____

☐ DEVELOPER ☐ ENGINEER ☐ SURVEYOR INFORMATION: *(Please ensure email address is legible.)*

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell #: _____ Fax #: _____

Email Address: _____

PROJECT DESCRIPTION: *(Attach additional page if additional space is required.)*

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Submittal Requirements	*All - Plats	FLUP Amendment	Zoning Map Amendment	BOA or P&Z Comm. Variance	Conditional Use Permit	Limited/ Temporary Use Permit	Site Development Plan	Land Disturbance	Voluntary Annexation	Donation Bin
MEET WITH STAFF PRIOR TO SUBMITTAL	✓	✓	✓	✓	✓				✓	
Complete Development Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electronic Copy (PDF). DWG file for all Plats	✓*	✓	✓	✓	✓	✓	✓	✓	✓	✓
Property Owner(s)/ Agent(s) Permission Letter						✓				✓
Property Deed/ Corporate Resolution (if needed)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Plat Recording Guide & Original Field Notes	✓									
Site Plan (drawn to scale) & Building Elevations		✓	✓	✓	✓	✓	✓			✓
Stormwater TCEQ, SWP3 Doc's (See Ord. 2020-66)								✓		
Fee(s) charged. See Adopted Fee Schedule	✓	✓	✓	✓	✓	✓	✓	✓		✓
Boundary Survey/ Metes & Bounds Description	✓								✓	
Voluntary Annexation (LGC Sec. 43.0671)									✓	

**Refer to City's Code of Ordinances. See Chapter 17.5 - Subdivisions, Article III. - General Regulations; Sec. 17.5-41 thru 60.*

DEVELOPMENT FEE SCHEDULE

PLEASE MAKE CHECKS PAYABLE TO: CITY OF COPPERAS COVE

Dedication Plat (Right-of-Way or Easement)	\$378 + \$12/lot + \$14 Tech.
Vacate of Recorded Subdivision Plat	\$190 + \$196 Newspaper + \$43 Notice + USPS Rate + \$14 Tech.
Abandonment of Streets (Right-of-Way or Easement)	\$200 + \$196 Newspaper + \$43 Notice + USPS Rate + \$14 Tech.
Minor Administrative Plat (4 lots or less)	\$378 + \$12/lot + \$14 Tech.
Minor Plat to P&Z (4 lots or less w/ public improvements)	\$378 + \$12/lot + \$43 Notice + USPS Rate + \$14 Tech.
Minor Amended Plat or Minor Replat (4 lots or less)	\$252 + \$5/lot + \$14 Tech.
Preliminary Major Plat to P&Z (5 lots or more)	\$504 + \$12/lot + \$14 Tech.
Final Major Plat to P&Z (5 lots or more)	\$504 + \$12/lot + \$14 Tech.
Amended Major Plat or Replat to P&Z (5 lots or more)	\$252 + \$5/lot + \$43 Notice + USPS Rate + \$14 Tech.
Future Land Use Plan (FLUP) Amendment	\$252 + \$196 Newspaper + \$43 Notice + USPS Rate + \$14 Tech.
Zoning Map Amendment (Rezoning)	\$278 + \$196 Newspaper + \$43 Notice + \$20 Sign + USPS Rate + \$14 Tech.
Variance (BOA or P&Z Commission)	\$252 + \$196 Newspaper + \$43 Notice + USPS Rate + \$14 Tech.
Land Disturbance Permit	\$48 + \$14 Tech.
Annual Donation Bin Permit (Minimum Permit Fee)	\$40 + \$14 Tech.
Floodplain Development Permit	\$43 + \$14 Tech.
FEMA Conditional Letter of Map Revision (CLOMR)	See FEMA Fee Schedule.
Basic Zoning Verification	\$26 + \$14 Tech.
Custom Zoning Verification*	\$126 + Reproduction + USPS Rate + \$14 Tech.
<i>*Information requested in a custom format or involves research beyond the verification of basic zoning or verification of a certificate of occupancy.</i>	
Conditional Use Permit (CUP)	\$278 + \$196 Newspaper + \$43 Notice + USPS Rate + \$14 Tech.
Limited Use Permit (LUP) or Temporary Use Permit (TUP)	\$72 + \$14 Tech.
Site Development Plan	\$126 + \$14 Tech.
Request for Development Review/Pre-Application Conference	No Fees
Expedited Application Review**	Double Fees

***Initial review and comments complete within 5 business days, except for compliance with Texas public agenda notice and posting requirements.*

BY SIGNING THIS APPLICATION, CITY STAFF IS GRANTED ACCESS TO YOUR PROPERTY FOR DEVELOPMENT ANALYSIS AND REVIEW PURPOSES.

APPLICANT SIGNATURE: _____

Print or Type Name: _____

(Property owner authorization required below if applicant is not the property owner of record.)

I (property owner) hereby authorize _____ of _____
 (Print or type name) (Company (if applicable))

to represent me in matters pertaining to this case.

PROPERTY OWNER SIGNATURE: _____

Property owner name (print): _____

Property owner address: _____

Property owner phone#: _____

Email address: _____

Form updated: 08-26-2025.