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Part 1. Application Type (separate application must be filled out for each application type)				
Date of application:				
Type I Administrator Approval				
☐ Amending Plat, or Replat	☐ Type I Site Plan			
☐ Minor Plat	☐ Civil Plan			
☐ Zoning Verification	☐ Type I Development Plan			
☐ Landscape/Screening Plan	☐ Amendment to Type I Dev or Site Plan			
Type II Planning and Zoning Approval				
☐ Final Plat				
Type III Planning and Zoning/ City Council Approval				
☐ Preliminary Plat	☐ Zoning Request			
☐ Future Land Use Map Amendment	☐ Concept Plan			
☐ Planned Development (PD) Zoning District	☐ Type III Development or Site Plan			
☐ Zoning Variance Request or Appeal	☐ Plat Variance Request or Appeal			
☐ Vacating Plat	☐ Specific Use Permit			
Other Application Type (must specify):				
Part 2. Project Information (type or print legibly) ALL FIELDS MUST COMPLETED; use n/a when not applicable				
Project Name	5-Digit RCAD ID #(s) (click HERE to locate)	Total Project Acres	Open Space (OS) Acres	Right-of-Way Acres
		Total Lots Proposed	Abstract #(s)	Survey(s)
Project Address (if available)	General Location & Cross Streets		Proposed Zoning	Existing Zoning
Proposed Use(s)		Existing Use(s)		
Part 3. Responsible Party Information (type or print legibly)				
Record Owner of Property	Signature		Phone	
Email	Address, City, State, Zip			

Applicant (Developer/Subdivider)	Signature	Phone
Email	Address, City, State, Zip	
Engineer/Surveyor/Architect/Project Manager	Email	Phone

Part 3. Responsible Party Information Continued

Developer of Project Will Be: ☐ Record Owner ☐ Applicant ☐ Other (specify):

Who is the Primary Contact for this Project: ☐ Record Owner ☐ Applicant ☐ Engineer/Surveyor/Architect/PM

Part 4. Responsible Party for Invoicing

Name	Email	Phone
Address, City, State, Zip		

Part 5. Explanation & Description of Request

This Section shall describe, at minimum, the (1) Proposed uses; (2) Existing uses; (3) Development standards; (4) Value of public road construction cost; (5) Project value at total build-out [i.e. the value of private improvements, for example, all houses & associated lots or commercial building & lot]; and (6) Projected start and completion dates (start defined as grading permit for plat or building permit for site plan. Completion defined as City acceptance of plat or certificate of occupancy for site plan).

APPLICATIONS FAILING TO PROVIDE ITEMS 1 - 6 WILL BE REJECTED. EXTRAORDINARY APPLICATIONS, SITE PLAN AMENDMENT APPLICATIONS, AND HARDSCAPE/LANDSCAPE PLAN APPLICATIONS ARE EXEMPT FROM THE REQUIREMENTS OF THIS SECTION.