

**CITY OF AZLE
APPLICATION FOR PLANNING AND DEVELOPMENT**

PLEASE PRINT AND COMPLETE EACH ITEM ON THIS FORM. FAILURE TO COMPLETE THE APPLICATION WILL DELAY THE PROCESS.

Date of Application:					
Property Location:					
Subdivision:		Block:		Lot:	
Current Zoning/Use:		Requested Zoning/Use:			

Please check the appropriate box below. A metes and bounds description must be attached if the request is for a portion of a platted lot or the property is not platted.

☐ Preliminary Plat	☐ Minor Plat	☐ Vacating a Plat
☐ Final Plat	☐ Zoning Change	☐ Variance
☐ Re-plat	☐ Specific Use Permit	☐ Zoning Board of Adjustment
☐ Amending Plat	☐ Site Plan	

If owner or applicant is a corporation or business, please list a contact name.

PROPERTY OWNER INFORMATION

Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		FAX Number:	
Phone:		Email:	
Contact Name:		Owner Signature:	

APPLICANT/DEVELOPER INFORMATION

Name:		Cell Phone:	
Address:		Work Phone:	
City/State/Zip:		FAX Number:	
Phone:		Email:	
Contact Name:		Applicant Signature:	

Submittal Requirements:

An application is considered complete if all required documents are submitted. Failure to submit the required documents will delay the approval process.

PRELIMINARY PLAT	MINOR AND AMENDING PLATS
1. A completed application.	1. A completed application.
2. An approved drainage plan.	2. Minor or Amending plat checklist.
3. Nine (9) copies of the plat + 1 digital plat	3. 3 (3) copies of the plat for staff review.
Note: Upon staff approval, an additional ten (10) copies will be required for the Planning and Zoning Commission meeting.	4. An original Tax Certificate.
	Note: Upon staff approval, one (1) signed plat to be filed with the appropriate county office. Parker Co. requires a mylar.
Re-plat and Final Plat	Zoning Changes or Variance
1. A completed application.	1. A completed application.
2. An original Tax Certificate.	2. Metes and bounds description of the property. (Zoning Change Only)
3. Nine (9) copies of the plat + 1 digital plat	3. Lot boundary survey. (Zoning Change Only)
Note: Upon staff approval, an additional ten (10) copies will be required for the Planning and Zoning Commission meeting.	4. Justification letter (optional).
Note: Upon approval, one (1) signed plat to be filed with the appropriate county office. Parker Co. requires a mylar.	Note: Additional documentation may be needed once staff has reviewed the application

FOR OFFICE USE ONLY

Case Number: _____	Fee Amount: _____	Receipt Number: _____
DRC Date: _____	P & Z Date: _____	Application Date: _____
Employee: _____		