



Plans & Plats Submittal

1. **Pre-Application Meeting.** Application(s) will **NOT** be accepted unless a pre-application meeting has been completed & the notes provided from that meeting are included in the submission. See Pre-application meeting information.
2. **Engineering Civil Plans submittal.** Conceptual Civils are **required** to be submitted with a Preliminary Site Plan. Full Civil Engineering Plans are **required** to be submitted prior to all Preliminary Plat/Replat, Site Plan & Landscape Plan applications for new land development projects.**

** Civil Engineering Plans are required to be submitted at least 7 days **PRIOR** to the Submittal Date identified on the official City of Bonham Zoning, Plan, and Plat Submittal Calendar.

3. **Planning Applications submitted to Planning & Development.**

- a. Submittals are due by 11:00 a.m. on the submittal date. See the Submittal Calendar. Typically, submittal dates are the 1st Monday following a regularly scheduled Planning & Zoning commission meeting in order to be placed on the next Planning and Zoning commission agenda.
- b. Submit application, plan(s) and/or plat, corresponding checklist, pre-application meeting notes, and tax statement/certificate. Receipt of documents does not constitute acceptance or approval. Please e-mail all required application materials to Ross Altobelli (raltobelli@cityofbonham.org) and Jennifer Driewer (jdriewer@cityofbonham.org). **Applications sent to anyone else will not be accepted.** If files exceed the size limit, please coordinate with us prior to bringing a CD or flash drive during business hours.
- c. Submit the application fee in-person or by mail. The application fee is **NOT** refundable. The city accepts credit cards and checks only.
- d. Staff review comments and applicant corrected plans/plats shall follow dates outlined on the submittal calendar.

4. **P&Z Commission.** The Planning & Zoning Commission is the approval authority for most plats and provides recommendations on all plans. In many cases, the items will be placed on the consent agenda and the Commission will take action in one motion approving all items.

Staff will present items for individual consideration or if pulled from the consent agenda. Any item that requires a Public Hearing requires a representative to attend this meeting.

5. **City Council.** Staff will present items with the recommendation from the Planning & Zoning Commission. The city recommends a representative attend this meeting.

If the subject property is located in the Extraterritorial Jurisdiction (ETJ) and not associated with an annexation case, please use the ETJ Development Application instead of this one.



Plans & Plats Development Application

Submittal (Refer to pre-application notes)

Preliminary Planning

- ☐ Concept Plan/Revised Concept Plan
- ☐ Conveyance Plat/Revised Conveyance Plat
- ☐ Preliminary Plat/Preliminary Replat
- ☐ Preliminary Site Plan/Revised Preliminary Site Plan
- ☐ Neighborhood Points System Compliance (Single- and Two-Family subdivisions only)

Platting

- ☐ Final Plat/Minor Plat/Replat
- ☐ Amended Plat

Site Planning

- ☐ Site Plan/Revised Site Plan
- ☐ Landscape Plan/Revised Landscape Plan
- ☐ Facade Plan

Engineering Plans

- ☐ Conceptual Civils Plans
- ☐ Engineering Civil Plans

Plat Submittal Type (Plats only)

- ☐ Pre-Submittal: all required documents are present excluding fees. I understand that the project information presented to the City at this time is not filed, and therefore the City is not required to approve, approve with conditions, or disapprove the preliminary plats, preliminary replats, final plats, and replats within 30 days by the approval authority. This Pre-Submittal will be changed to a Submittal following the receipt of written notice and payment of fees. I am requesting this of my own volition and not at the request of the City of Bonham.
- ☐ Submittal: all required documents are present including fees. I understand that the project information presented to the City at this time is filed and therefore, the City is required to approve, approve with conditions, or disapprove the preliminary plats, preliminary replats, final plats, and replats within 30 days by the approval authority.

Acreage / Lots for fee calculation

Round decimals up to the nearest whole number: _____ acre(s)

Total number of lots including Common Area Lots: _____ lot(s)

Fees (Separate check for Civil Plans)

Please see the Planning Permit Fees.

The application fee of \$ _____, to be paid to Planning. No fee for Neighborhood Points System Compliance.

NOTE: Additional costs may accrue during review by City consultants of any facilities agreement and/or civil construction plans.



Owner Authorization and Representative Designation

Property Description

Subdivision/Parcel ID: _____ Total Number of Acres: _____
Zoning Classification(s): _____ Total Number of Lots: _____
Location: _____

Property Owner Information & Authorization

Name/Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Project Representation (check one):

- ☐ I will represent the application myself; OR
- ☐ I hereby designate _____ (*name of project representative*) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type, and representation of my own volition and not at the request of the City of Bonham.

Property Owner's Signature: _____ Date: _____

STATE OF: _____

COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____

Notary Public in and for the State of Texas

Project Representative Information (complete if designated by owner)

☐ Engineer ☐ Purchaser ☐ Tenant ☐ Preparer ☐ Other (*specify*): _____

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____