

Universal Application Form

All applications must be submitted with the following items:

1. A complete universal application form,
2. A completed application checklist, and
3. All materials listed in the appropriate checklist.

The Planning and Development Department staff is available to assist you in person at City Hall or by phone, please call (806) 655-5014 for an appointment. Applications may be submitted at any time; however, applications shall be processed based on the City's officials submittal dates (please see the Submittal and Meeting Schedules for applicable dates).

PROJECT NAME: _____

TYPE OF APPLICATION (Box 1 of 6)

Instructions: Please check the appropriate box(es) below.

Zoning-Related Applications	Subdivision-Related Applications
☐ Zoning Map Amendment (Rezoning) ☐ Planned Development (PD) ☐ Specific Use Permit (SUP) ☐ Reinstatement of Nonconforming Rights ☐ Alternative Compliance ☐ Zoning Variance ☐ Zoning Special Exception ☐ Administrative Decision Appeal ☐ ETJ Release Petition	☐ Concept Plan ☐ Drainage Report ☐ Construction Plans ☐ Final Plat ☐ Replat ☐ Minor Plat or Amending Plat ☐ Development Plat ☐ OSSF Plat ☐ Plat Vacation ☐ Subdivision Waiver ☐ Proportionality Appeal

APPLICANT INFORMATION (Box 2 of 6)

Applicant Name:	Company/Firm Name:
Address:	
City/State/Zip:	
Contact Number Primary:	Contact Number (Secondary):
Contact Email:	
Applicant Signature:	Date:

PROPERTY OWNER INFORMATION (Box 3 of 6)

Applicant Name:

Company/Firm Name:

Address:

City/State/Zip:

Contact Number (Primary):

Contact Number (Secondary):

Contact Email:

Applicant Signature:

Date:

PROPERTY INFORMATION (Box 4 of 6)

Project Name:

Address:

City/State/Zip:

Parcel Tax ID#:

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION (Box 5 of 6)

By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. This fee is non-refundable even in the event of application withdrawal. I have the power to authorize and hereby grant permission for City of Canyon officials to enter the property on official business as part of the application process.

Signature:

Printed Name:

Date:

By signing this form, the owner of the property authorizes the City of Canyon to begin proceeding in accordance with the process for the type of application indicated on this application. The owner further acknowledges that submission of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

NOTARY (ONLY REQUIRED IF DESIGNATING A REPRESENTATIVE) (Box 6 of 6)

STATE OF TEXAS §

COUNTY OF §

PROPERTY OWNER NAME: _____

DESIGNATED REPRESENTATIVE NAME: _____

BEFORE ME, the undersigned authority in and for _____ County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she is _____, and that he/she is authorized to execute the foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of _____, 20____.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires: _____