



Planning and Zoning Procedures

To apply for a Zoning Change/Plat:

- 1. Complete application.**
- 2. Submit the completed application and all supporting documents, drawings, plats, plans, etc., via email to: submittals@collinsvilletexas.org**
 - a. If file is too large, send link to a file sharing service, ex. Dropbox.**
- 3. Submit payment to the City of Collinsville at City Hall.**
- 4. Staff will distribute the application to the planning, engineering, and legal consultants.**
- 5. If a public hearing is required (rezoning and replats) publications and notifications will be processed. Public hearings are required to be published/sent at least 15 days prior to a meeting and staff needs 10 days to prepare the notices.**
- 6. Once reviewed by staff, you will be notified of the Planning & Zoning Commission(P&Z) meeting that your application will be reviewed. You need to attend the P&Z meeting. P&Z generally meets the third Monday of each month.**
- 7. After P&Z makes a recommendation, the City Council will review your application and possibly act on the item at their meeting. You need to attend the City Council meeting. City Council generally meets the second Monday of each month.**

Failure to follow these procedures will create delays in the processing of the request.

City of Collinsville
Planning and Zoning Commission

Application for Zoning and/or Plat

Name of Applicant: _____ Phone Number _____

Email: _____ Address: _____

Current Property Owner(s) Authorization is required for all applications.

I am requesting a ☐ Specific Use Permit ☐ Zoning Change ☐ Construction Plat

☐ Final Plat

Legal Description of Property: _____ ☐ Replat Plat

Street Address: _____

For the purpose of: _____

Existing Zoning: _____

Proposed Zoning: _____

(Do not fill in Proposed Zoning if a Plat application)

I have completed the required application requirements and emailed the applications, drawings/exhibits, completed the third-party review agreement, and paid rezoning/plat fees.

I understand that I will be notified of the next available P&Z Commission and City Council meeting dates.

Signature of Applicant _____
Current Owner's authorization is required to submit an application. Provide letter from Owner granting permission for this application.

For Office Use Only:

Date City Received Application: _____ Date P&Z Filing Fee Paid: _____ Receipt: _____

Date Application & Supporting Documents sent to Planning and Zoning: _____

Supporting Documents Include: ☐ Survey Copies ☐ Plat ☐ Construction Plans

☐ Architectural Drawings ☐ Subdivision Plans

Unplatted property required legal description on separate sheet & Word file

☐ Proof of Ownership Other Documents: _____

Date & Time Planning & Zoning meeting is scheduled: **TO BE DETERMINED**

Planning & Zoning Decision: ☐ Rejected documents or changes needed: _____

Date Planning & Zoning to re-evaluate application with changes: **TO BE DETERMINED**

Approved ☐ Date application to be presented to City Council: **TO BE DETERMINED**

06.20.2024
email revision



Zoning Application Requirements:

1. Completed Application
2. Fee
3. Zoning Exhibit
4. Legal Description for the property in Word format
5. Complete and submit third party review agreement.
6. Tax Certificate

Plat Application Requirements:

1. Completed Application
2. Fee
3. Plat Exhibit (24"x36") meeting requirements in the City of Collinsville's Subdivision Ordinance
<https://ecode360.com/37490174>
Applicant and Surveyor required to review and comply with plat requirements.
4. Complete and submit third party review agreement.
5. Unofficial Tax Certificate

Sec. 2.003. Zoning/Development Fees:

Zoning Fees:

Zoning verification	\$50.00
Special Use Permit (SUP)	\$300.00
Planned Development (PD)	\$350.00 plus \$20.00 per acre
Zoning Change Application	\$350.00 plus \$10.00 per acre
Zoning Board of Adjustment	\$250.00 (including all variances, etc.)
Zoning Hearing Re-Notification	\$150.00 for each additional hearing

Platting and Site Plan Review Fees:

Site Plan	\$300.00
Landscape Plan	\$250.00
Land Study	\$350.00 plus \$15.00 per acre
Minor Plat or Re-Plat	\$250.00 plus \$10.00 per lot
Construction Plat	\$250.00 plus \$10.00 per lot
Final Plat	\$350.00 plus \$10.00 per lot
Major Re-Plat	\$350.00 plus \$10.00 per lot

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Application for Review of Subdivision Plat

Proposed Subdivision Name: _____

Type of Plat: ☐ Construction Plat ☐ Final ☐ Re-Plat ☐ Minor (Short Plat)

Location of the Plat: ☐ Inside the City Limits ☐ Inside the City's ETJ

Property Owner:

Name: _____ Contact: _____

Address: _____

Telephone No: _____ Email: _____

Engineer/Surveyor:

Name: _____ Contact: _____

Address: _____

Telephone No: _____ Email: _____

Grayson Tax Assessor Tax Certificate Attached? (Unofficial) ☐ Yes ☐ No

Certified/Official copy required at time of plat filing w/Count

~~Topographical Map Attached?~~ ☐ Yes ☐ No

24"x36" Plat Exhibit emailed to
submittals@collinsvilletexas.org ☐ Yes ☐ No

~~1-18"x24" Mylar Copy of Plat?~~ ☐ Yes ☐ No

Construction Plans for All Public Improvements
Submitted 60 days prior to Construction Plat application ☐ Yes ☐ No ☐ N/A

Plat Filing Fees Paid? ☐ Yes ☐ No

Date:

Signed:

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