



DEVELOPMENT APPLICATION

Case # _____

Prior to submitting a development application, the applicant shall discuss the development request with the Development Services Department and is encouraged to meet with adjacent property owners and HOAs.

Name of Subdivision/Development: _____

Survey Name: _____ Abstract #: _____ Tract #: _____

Location of Property: _____ Total Acreage: _____

Present Zoning (w/ acreage if multiple district): _____

Requested Zoning (w/ acreage if multiple districts): _____

Type of Development Request	Application Fees	Application Materials
<input type="radio"/> Preliminary Plat	\$	<input type="radio"/> Plans prepared in accordance with the associated checklist
<input type="radio"/> Conveyance Plat	\$	<input type="radio"/> A compact disc (CD) or flashdrive with .dwg and .pdf files of all plat/plans and exhibits
<input type="radio"/> Final Plat / Replat	\$	<input type="radio"/> Application fees
<input type="radio"/> Amending Plat	\$	<input type="radio"/> 11" x 17" Material Sample Board for Facade Plans
<input type="radio"/> Preliminary Site Plan	\$	<input type="radio"/> Tax statement for the subject property showing no delinquent taxes (e-statements are acceptable)
<input type="radio"/> Site Plan	\$	<input type="radio"/> List of street names for review and approval by the Town OR a copy of a letter from the Town listing approved street names
<input type="radio"/> Plat or Site Plan Extensions	\$	<input type="radio"/> Six 24" x 36" and one 11" x 17" individual copies of Site Plans and plats. All plans need to be unbound and folded to 9" x 12" .
<input type="radio"/> Civil Engineering Plans	n/a	<input type="radio"/> One 11" x 17" set of civil engineering plan
<input type="radio"/> Façade/Open Space Plans	n/a	<input type="radio"/> One 24" x 36" set of civil engineering plans (including the Site Plan and landscape/screening plans), and 24" x 36" individual copies of the tree survey, landscape/screening plans, and color façade and Open Space Plan.
<input type="radio"/> Tree Surveys	n/a	
<input type="radio"/> Landscape/ Plans	n/a	
<input type="radio"/> Screening Plans	n/a	
Total Fees		
\$		

Property Owner Information: (Printed or Typed)

Name of Person Authorized to Sign Application as Owner: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Check one of the following:

- o I will represent the application myself, or
- o I hereby designate _____ (printed name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this application. The designated representative shall be the principle contact person for responding to all requests for information.

Project Representative Information

Name of Person Authorized to be Project Representative: _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

THE STATE OF TEXAS
COUNTY OF _____

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

Owner(s) Signatures

SUBSCRIBED AND SWORN TO before me, this _____ day of _____, 20__.

Notary Signature

Notary Seal

Office Use Only

Case # _____ Accepted By: _____ Date _____