



# DEVELOPMENT APPLICATION

ANTICIPATED MEETING DATES: P&Z: \_\_\_\_\_ Village Council: \_\_\_\_\_

DATE OF (Required) PRE-APPLICATION CONFERENCE: \_\_\_\_\_

**Subdivision/Plat:**

- Concept Plan
- Construction Plat
- Final Plat
- Development Plat
- Minor Plat
- Replat of Construction Plat
- Replat of Final Plat
- Amended Plat
- Plat Vacation
- Revised Plat (check type above)

**Site Plan:**

- Concept Plan
- Site Plan
- Revised Site Plan

**Other:**

- Landscape Plan
- Irrigation Plan
- Building Façade Plan
- Screening Wall/Fence Plan
- Engineering Plans

Name of Subdivision or Project: \_\_\_\_\_

Physical Location of Property: \_\_\_\_\_  
[General Location - approximate distance to nearest existing street corner]

Current Legal Description of Property: \_\_\_\_\_  
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: \_\_\_\_\_ Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Applicant / Owner's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Engineer / Representative's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**SUBMITTAL DEADLINE: 24 DAYS PRIOR TO P&Z MEETING DATE.** (Residential replats must be submitted at least 30 days prior to meeting to allow time for public hearing notification – application must include letter waiving 30-day review time. Please contact Village staff for all submittal deadlines.)

**All applications must be COMPLETE before they will be scheduled for P&Z agenda.** It is the applicant's responsibility to be familiar with, and to comply with, all Village submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be obtained from Village staff), including the number of plans to be submitted, application fees, etc. Please contact Village staff for submittal requirements.

**All application materials (one copy) must be delivered to the Village's Engineer.** The name, address, phone number, etc. of the Village's Engineer can be obtained from Village staff. Failure to submit all materials to the Village's Engineer may result in delays scheduling the development application for a P&Z agenda. The Village will invoice the applicant for all applicable consulting fees (by Village's Planner, Engineer, Attorney, etc.) incurred for Village review of this project.

**Notice of Public Records.** The submission of plans/drawings with this application makes such items public record, and the applicant understands that they may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

I hereby certify that I am the Owner, for the purposes of this application, and that all information submitted herein is complete, true and correct to the best of my knowledge. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of Texas: \_\_\_\_\_

[seal] My Commission Expires On: \_\_\_\_\_

**Office Use Only:** Date Rec'd: \_\_\_\_\_ Fees Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Accepted By: \_\_\_\_\_

## VII. FILING FEES & PLAT RE-SUBMISSION REQUIREMENTS

### Section 7.1: Schedule of Fees and Re-Submission Requirements

- 7.1 a. Fees and charges, as well as other submission requirements, for the submission of applications for the approval of any type of plat and for engineering review and construction observation shall be as provided herein, and may be amended from time to time. It is the applicant's responsibility to obtain and comply with the Village's current fee schedule and submission requirements.
- Such fees and charges shall be imposed and collected on all applications for approval of any type of plat, regardless of the action taken by the Village Planning and Zoning Commission and Board of Aldermen thereon. Such fees shall be collected for the purpose of defraying the costs of administrative, clerical, engineering, planning and review services necessary to properly review and investigate plats and subdivision construction. The cost incurred by the Village to retain professionals to perform necessary development review, possible including but not limited to, the Village Planner and Village Engineer, may be charged directly to the applicant for the actual cost of said professional services.
  - Should a development proposal or plat application lapse or expire, or should it be denied by the Commission or the Board of Aldermen, then that application ceases "pending" status and the project, and its corresponding series of development approvals and permits, shall be deemed to be ended, or "completed". Any re-application for any type of development approval for that property shall be considered commencement of a new project, and shall be accompanied by new application materials, including new submission fees, and shall conform to all applicable Village ordinances in effect at the time of submission of the new application.
  - All required fees, unless specifically stated otherwise herein, shall be paid as required in other sections of this Ordinance. Final observation and review fees may be paid at the time the actual review (i.e., final "walk-through") of the project is undertaken.

**Concept Plan** A drawing of the overall conceptual layout of a proposed development, superimposed upon a topographic map which generally shows the anticipated plan of development, and which serves as a working base for noting and incorporating suggestions of the Village's administrative officers, the Commission, the Board of Aldermen, and others who are consulted prior to preparation of the construction plat. A concept plan is also sometimes referred to as a "preliminary site plan" or a "land study". **\$140**

**Minor Plat** The creation of a single lot subdivision or the division of an existing lot. **\$140**

**Construction Plat** Multi-lot subdivisions prior to staff review. **\$350 +**  
Preliminary may be used for general lot lines **\$10.00 /acre +**  
prior to submission of construction drawings. **\$10 / lot**

**Final Plat** Multi-lot subdivision after staff review and modification. **\$100.00 +**  
Final must include all construction drawings "certified" by **\$10.00 / acre**  
a registered engineer. **\$5.00 / lot**

**Replat** Minor change to an existing subdivision lot. **\$140**