



Zoning, Platting, Site Plan, or Other Civil Plan Application

*See [CHECKLIST](#) for minimum submittal requirements. **Incomplete applications will be rejected***

Click [HERE](#) for Definitions of Each Application Type

Part 1. Application Type (separate application must be filled out for each application type)				
Plat Applications		Zoning Applications		
Preliminary Plat (\$400 + \$20/acre + \$4,500 if > 25 lots)		Zoning Change (\$650 + \$20/acre)		
Final Plat (\$325 + \$50/acre + \$4,500 if > 15 lots)		Planned Dev (PD) Zoning District (\$1,150 + \$100/acre)		
Replat (\$2,150)		Special Use Permit (\$1,150)		
Vacating Plat, Amending Plat, or Minor Plat (\$600)		Zoning Variance Request or Appeal (\$475)		
Plat Variance Request or Appeal (\$325)		Future Land Use Plan Amendment (\$650 + \$20/acre)		
Extraordinary Applications (all fees actual cost + 15%)		Site or Other Civil Plan Applications		
Flood Study Review		Concept Plan (\$650.00)		
Floodplain Reclamation Concept Plan or Permit		Type 1 Development or Site Plan (\$1000+ \$10/acre)		
CLOMR Review		Type 2 Development or Site Plan (\$1,150 + \$50/acre)		
Lift Station Review		Amendment to Appr Type 1 Dev or Site Plan (\$200)		
Traffic Impact Analysis Review		Hardscape/Landscape Plan (\$500 + \$150 for each sign)		
Other Application Type (must specify):				
Part 2. Project Information				
Project Name	5-Digit RCAD ID #(s) (click HERE to locate)	Total Project Acres	Open Space (OS) Acres	Right-of-Way Acres
		Total Lots Proposed	Abstract #(s)	Survey(s)
Project Address (if available)	General Location & Cross Streets		Proposed Zoning	Existing Zoning
Proposed Use(s)		Existing Use(s)		
Part 3. Responsible Party Information				
Record Owner of Property		Signature		Phone
Email		Address, City, State, Zip		
Applicant (Developer/Subdivider)		Signature		Phone
Email		Address, City, State, Zip		
Engineer/Surveyor/Architect/Project Manager		Email		Phone

Part 3. Responsible Party Information Continued

Developer of Project Will Be:	Record Owner	Applicant	Other (specify):
Who is the Primary Contact for this Project:	Record Owner	Applicant	Engineer/Surveyor/Architect/PM

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Part 4. Explanation & Description of Request

This Section shall describe, at minimum, the (1) Proposed uses; (2) Existing uses; (3) Development standards; (4) Value of public infrastructure necessary to complete/serve the project; (5) Project value at total build-out [i.e. the value of private improvements, for example, all houses & associated lots or commercial building & lot]; and (6) Projected start and completion dates (start defined as grading permit for plat or building permit for site plan. Completion defined as City acceptance of plat or certificate of occupancy for site plan). **Applications failing to provide items 1-6 will be rejected. EXTRAORDINARY APPLICATIONS, FUTURE LAND USE PLAN AMENDMENT APPLICATIONS, SITE PLAN AMENDMENT APPLICATIONS, AND HARDSCAPE/LANDSCAPE PLAN APPLICATIONS ARE EXEMPT FROM THE REQUIREMENTS OF THIS SECTION.**

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Date Received	Fee Paid	City Project #	Outstanding Items