



APPLICATION FOR ZONING AND LAND DEVELOPMENT

To be completed by Town staff:

Application date: _____ Application/Fee Received: _____ Fee paid: _____

TYPE OF APPLICATION (CHECK ALL THAT APPLY)

ZONING	SUBDIVISION	DEVELOPMENT PLAN APPROVAL	
<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Preliminary Site Plan	<input type="checkbox"/> Concept Plan
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Planned Development	<input type="checkbox"/> Replat / Amended Plat	<input type="checkbox"/> Civil Construction Set	
<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Plat Vacation	<input type="checkbox"/> Façade Plan & Building Elevations	
	<input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Other: _____	

APPLICANT/PROJECT CONTACT

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Name: (printed) _____

Company name: _____

Address: _____

Phone: _____ Email: _____

Applicant's Signature: _____

PROPERTY OWNER

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Name: (printed) _____

Company name: _____

Address: _____

Phone: _____ Email: _____

Owner's Signature: _____

PROPERTY DESCRIPTION

Project name: _____

Address or location: _____ Acreage: _____

Legal description: _____

Proposed subdivision name (if applicable): _____

Existing zoning: _____ Existing use(s): _____

Proposed zoning (if applicable): _____

REVIEW FEES (SEE FEE SCHEDULE)

TYPE OF REVIEW

- Zoning Change
- Amending Plat/Plat Vacation
- Final Plat or Replat
- Conveyance Plat
- Special Use Permit
- Concept Plan
- Preliminary Site Plan
- Site Plan
- Façade Plan & Building Elevations
- Landscape Plan
- Civil Construction Set
- Traffic Impact Analysis

REVIEW FEES

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL

\$ _____

SUBMITTAL REQUIREMENTS

ALL APPLICATIONS must include the following:

- A completed application form with original signatures from the owner and applicant (if multiple approvals are requested in a single submittal, one application indicating all plans is sufficient)
- A legal description of the property (metes and bounds if unplatted; lot, block, subdivision name if platted)
- Additional required documents by project type, and all applicable checklists, signed by preparer
- Application review fee, payable by check to the Town of Addison

SUBMITTAL DRAWINGS should be prepared as follows:

- 22" x 34" sheet size, collated and folded to 8 1/2" x 11" unless otherwise specified
- Blackline prints
- Final submittals of zoning exhibits, plats/replats, site plans, and landscape plans should include an electronic file for each drawing in PDF format

DESCRIPTION OF REQUEST (ATTACH ADDITIONAL PAGES, IF NECESSARY)