



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 \$ _____

APPLICATION DEADLINES AND MEETING DATES

Pre-Submittal Meeting Deadline	Initial Development Submittal	Final Development Submittal	P&Z Commission Hearing	City Council Meeting
Monday	Friday by Noon	Monday by Noon	Tuesday 6:00pm	Tuesday 7:30pm
January 11	January 15	February 8	February 16	March 8
February 8	February 12	March 7	March 15	April 12
Marcy 14	March 18	April 11	April 19	May 10
April 11	April 15	May 9	May 17	June 14
May 16	May 20	June 13	June 21	July 12
June 13	June 17	July 11	July 19	August 9
July 11	July 15	August 8	August 16	September 13
August 15	August 19	September 12	September 20	October 11
September 12	September 16	October 10	October 18	November 8
October 10	October 14	November 7	November 15	December 13
November 14	November 18	December 12	December 20	January 10
December 12	December 16	January 9	January 17	February 14

*All dates subject to change. Applicants or their representatives should plan to attend both meetings

DESCRIPTION OF REQUEST (ATTACH ADDITIONAL PAGES, IF NECESSARY)

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 folded to 8 1/2" x 11" unless otherwise specified
- Blackline or blueline prints
- Final submittals of zoning exhibits, plats/replats, site plans, and landscape plans should include
 - Electronic copy of each drawing in a common format (JPEG, TIFF, EMF, WMF, EPS), landscape orientation, at 8" high x 10" wide, with minimum 150 d.p.i. resolution