

DEPARTMENT OF PLANNING AND DEVELOPMENT



PROCEDURAL INFORMATION

FOR

PLAT APPLICATION

To Applicant:

You must-

- 1. Set an appointment with the Planning and Development’s office @ 972-924-2616, to meet with the Director of Planning & Development to review the development process and requirements.
- 2. Submit application, fee, legal description with surveyor’s stamp and letter of intent. Application(s) will NOT be accepted unless a meeting has been completed. **You will be notified of any changes or additional requirements.** Receipt of documents does not constitute acceptance or approval.

- 3. Initial appointment and application process must be complete by the 1st Wednesday of the month in order to be placed on the next Planning and Zoning agenda.
- 4. Applications received after the 1st Wednesday of the month will be put on the next Planning and Zoning Commission agenda with a recommendation to deny without prejudice unless a letter waiving the 30 day waiver request is provided.
- 5. A Development Review Committee meeting will be held on the 3rd Thursday of the month prior to the Planning and Zoning Commission meeting. The applicant and/or a representative is recommended to attend the Development Review Committee meeting.
- 6. Responses to issues noted at Development Review Committee meeting must be submitted to the Planning & Development Department the Wednesday prior to the Planning and Zoning Commission meeting.
- 7. No application fee will be refunded after staff review.
- 8. At the Council meeting the application will be presented with the Planning and Zoning Commission's recommendation (s).
- 9. Some Replats require special procedures. Consult with City of Anna staff regarding replat procedures.
- 10. It is highly recommended that a copy of your submittal be reviewed for completeness prior to making the required copies for the submittal.**

CITY OF ANNA, TEXAS

DEVELOPMENT APPLICATION

Preliminary Plat
Amended Plat
Civil Plans

Final Plat
Minor Plat/Replat

Combination Preliminary and Final Plat
Development Plat

Fees:

*Preliminary Plat fee: \$325 + \$5 per lot *Final Plat fee: \$325 + \$5 per lot *Combination Preliminary and Final Plat: \$325 + \$5 per lot Development Plat: \$100 Minor Plat/Replat: \$325 + \$5 per lot Civil Plan Review \$2,500 (see*)
The application fee of \$_____, to be paid to the City of Anna, is enclosed with this application.

***In addition to any other fees, a \$2,500 deposit will be paid at the time of submission of a preliminary plat, final plat or combination preliminary and final plat for review by City Consultants of any facilities agreement and/or civil construction plans. At the time of final approval of the any given plat the deposit will be adjusted up or down based on actual costs of review(s) by City Consultants. An invoice for costs over \$2,500 will be provided to applicant or a refund to the extent actual costs are less than \$2,500.**

A. Description of Property

1. Addition Name _____
2. Total Number of Acres _____
3. Zoning Classification(s) _____
4. Total Number of Lots, by Type _____
5. Location of Property _____

B. Applicants: (List those persons you wish to be contacted about this request.)

PLEASE PRINT

- | | |
|-------------------------|------------------------------------|
| 1. Owner: _____ | 2. Applicant/Representative: _____ |
| Address: _____ | Address: _____ |
| City, State, Zip: _____ | City, State, Zip: _____ |
| Phone: _____ | Phone: _____ |
| Email: _____ | Email: _____ |

BEFORE ME on this day personally appeared _____

The undersigned applicant, who certifies the following: "I hereby certify that I am the owner, or duly authorized agent of the owner for the purposes of this application, of the property herein described, that all information submitted herein is true and correct."

Applicant: _____
Signature

Date: _____

Receive By: _____
City Representative

Date: _____

Note: This application is considered filed with the City when it is placed on the Planning and Zoning Agenda.

CITY OF ANNA
DISCLOSURE OF INTERESTS

The applicant and the owner shall both file statements in those cases where the applicant does not own the property which is the subject of consideration or action. Every question must be answered. If the question is not applicable, answer with "N/A".

DISCLOSURE QUESTIONS

- A. Do you believe that a City official* or City employee** may have a conflict of interest in the property or application referenced on the reverse side? Yes No
- B. If so, state the name of each City official or employee of the City of Anna known by you that may have a conflict of interest in the property or application referenced on reverse side.

- C. State all information upon which you base the belief (use additional paper, if necessary).

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Anna, Texas, as changes occur.

Name of Certifying Person: _____

Title of Certifying Person: _____

Signature of Certifying Person: _____

*Mayor, City Council members, Planning and Zoning Commission members, and Zoning Board of Adjustment members.

**City Manager, City Secretary, City Attorney, and all department heads

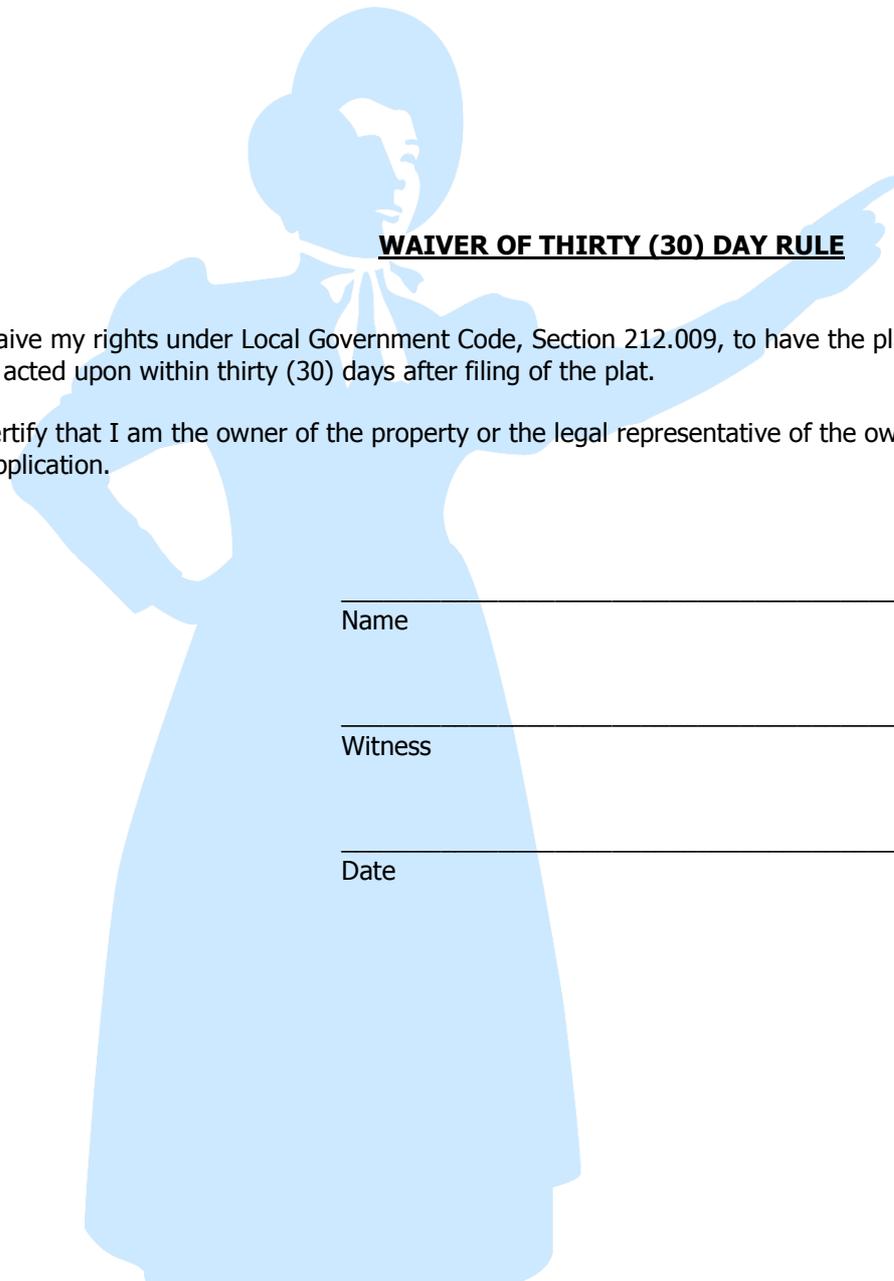
REQUIRED SUBMITTALS

Please submit the following applicable items to the Planning and Development Office:

1. Copies of Drawings
 - a. Preliminary plat 10 - Copies (3 copies on 24" x 36" sheets; 7 copies on 11" x 17" sheets)
1 - Digital copy of plat(s) assembled in 2007 DWG format*
 - b. Final plat/
Combination 10 - Copies (3 copies on 24" x 36" sheets; 7 copies on 11" x 17" sheets)
1 - Digital copy of all utilities and plats assembled in 2007 DWG format*)
1 - PDF file of scanned record drawings
 - c. Replat 10 - Copies (3 copies on 24" x 36" sheets; 7 copies on 11" x 17" sheets)
1 - Digital copy of plat(s) assembled in 2007 DWG format* d. Site plan
10 - Copies (3 copies on 24" x 36" sheets; 7 copies on 11" x 17" sheets)
 - e. Landscape plan 10 - Copies (3 copies on 24" x 36" sheets; 7 copies on 11" x 17" sheets)
 - f. Development plat 10 - Copies (3 copies on 24"x36" sheets; 7 copies on 11" x 17" sheets)
1 - Digital copy of plat(s) assembled in 2007 DWG format*
2. Replat Owner List (if applicable)
3. Civil Plans 4 sets (24x17)

*References are not allowed.

After approval and prior to filing a plat with the county the surveyor preparing the plat will need to provide the City 3 mylars (24x36) and 1 print. If the owner wants more than one print of their own they need to provide the extra copies simultaneously.



WAIVER OF THIRTY (30) DAY RULE

I hereby waive my rights under Local Government Code, Section 212.009, to have the plat referenced in the attached application acted upon within thirty (30) days after filing of the plat.

I hereby certify that I am the owner of the property or the legal representative of the owner of the property described in the attached application.

Name

Witness

Date



CITY OF ANNA, TEXAS