



PERMIT NO. _____

Date. _____

Type of Application (Please Check One)

Plats		Other	
<input type="checkbox"/>	Administrative	<input type="checkbox"/>	Zoning Change
<input type="checkbox"/>	Preliminary	<input type="checkbox"/>	Technical Site Plan
<input type="checkbox"/>	Final	<input type="checkbox"/>	Misc Development
<input type="checkbox"/>	Replat	<input type="checkbox"/>	Re-Approval
<input type="checkbox"/>	Amending	<input type="checkbox"/>	Clearing, Grading & Fill
		<input type="checkbox"/>	Other

Applicant Information

<input type="checkbox"/>	Current Land Owner/Applicant	<input type="checkbox"/>	Agent of Owner
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Land Owner Name: _____ Signature: _____

Applicant Name: _____ Signature: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Project Information

Proposed Project Name: _____

Location: _____

Existing Zoning: _____

Proposed Zoning: _____

Subdivision/Survey Name: _____

Block/Abstract No.: _____ Lot/Tract No: _____

Acreage: _____ Number of lots created: _____

Application Approved by: _____ Date: _____



PERMIT NO. _____

Date. _____

Application Explanation

Explanation and Description of Request or Project: _____

(Subdivision Application/Zone Change) Application submission needs to be filed with the Town Secretary at least sixty (60) consecutive days before the next available meeting of the Planning and Zoning Commission at which the request is to be considered.

Before preparing an application, the applicant should consult with the Town Secretary to discuss the feasibility of the request and any additional requirements.

The following list of submission requirements should be used by the applicant as a guide in preparing a complete application, and will be used by the Planning Department to ensure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Planning and Zoning Commission meeting unless the requirements are waived by the Chairman of Planning and Zoning Commission.

1. Legal Description and plat of the subject site. Two (2) copies of field note description typed and attached on a separate sheet (plain bond paper) or the subdivision name with lot and block number.
2. A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
3. Filing Fee, Application Fee, and Review Fee
4. Names and Addresses of legal property owners within 200 feet of property and the property ID numbers.
5. Stamped addressed envelopes of the property owners within 200 feet.

NOTE: The Planning and Zoning Commission encourages you to meet with your neighbors prior to the public hearing.

For Office Use Only			
Review Fee:	Date:	Amount:	CK #:
Receipt #:	Received by:		
Application Fee:	Date:	Amount:	CK #:
Receipt #:	Received by:		