

Development Application



- Preliminary Plat
- Final Plat
- Site Plan - New or Amended
- Concept Plan - New or Amended
- Landscape Plan/Tree Survey
- Building Elevations

- Minor Plat
- Amended Plat
- Replat
- Tentative Dev. Plan

CITY OF HUTCHINS
 321 N. Main
 Hutchins, Texas 75141
 (972) 225-6121

File # _____

PROPERTY INFORMATION

Address/Location:		Existing Use:
Lot(s):	Block:	Current Zoning:

Name:		Company:
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	Email:

OWNER INFORMATION

Name:		Company:
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	Email:

Applications must be complete and have all supporting documents turned in no later than 2:00 pm on submittal day.

DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS

(Check those that apply)

(See Fee Schedule For All Amounts)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> CD of electronic version (pdf) of proposed plans (required) <input type="checkbox"/> Submittal Checklist <input type="checkbox"/> Preliminary Plat - 24" x 36", 9 copies <input type="checkbox"/> Final Plat - 24" x 36", 9 copies <input type="checkbox"/> Amended Plat - 24" x 36", 9 copies <input type="checkbox"/> Minor Plat - 24" x 36", 9 copies <input type="checkbox"/> Replat - 24" x 36", 9 copies <input type="checkbox"/> Landscape/Tree Survey Plan - 24" x 36", 4 copies <input type="checkbox"/> Plats only - Legal Description and Tax Certificate | <ul style="list-style-type: none"> <input type="checkbox"/> Tentative Dev. Plan - 24" x 36", 4 copies <input type="checkbox"/> Building Elevations - 24" x 36", 4 copies <input type="checkbox"/> Photometric/Lighting Plan - 24" x 36", 4 copies <input type="checkbox"/> Civil Engineering Plans - 24" x 36", 3 rolled sets <input type="checkbox"/> Site Plan - 24" x 36", 4 copies <input type="checkbox"/> Signed Application (required) <input type="checkbox"/> Total Fee: _____ |
|---|--|

REQUIRED SUBMITTAL DOCUMENTS

Please refer to the Hutchins Zoning Ordinance and submittal checklist for all required submittal documents.

<u>YES</u>	<u>NO</u>	<u>DESCRIPTION</u>
<input type="checkbox"/>	<input type="checkbox"/>	FOUR 24" x 36" hard copies of each proposed plan for City Staff review.
<input type="checkbox"/>	<input type="checkbox"/>	THREE rolled sets of civil engineering plans if required for City Staff review
<input type="checkbox"/>	<input type="checkbox"/>	CD of electronic version (pdf) of proposed plans.

Failure to submit the applicable documents described above with the application will result in an automatic staff recommendation for DENIAL of application to the Planning and Zoning Commission and City Council.

APPLICANT AUTHORIZATION:

- I will represent the application myself; or
- I authorize _____(name of applicant) to represent this application on my behalf. The named applicant shall be the principal person for responding to all requests and to attend all meetings.

Per City Policy, platting applications are only accepted on the final Monday of each month, in order to ensure compliance with state regulations. If that day falls on a holiday, then it will be accepted the next business day. For more info visit www.cityofhutchins.org and select the Planning and Zoning Department tab.

Owner's Signature: _____ **Date:** _____

STATE OF TEXAS

COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____ the above signed, who, under oath, stated the following: "I hereby certify that I am the owner or authorized corporate representative for the purposes of this application; that all information submitted herein is true and accurate."

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public in and for the State of Texas

This application is not considered accepted by the City until the Building Official or his designee has signed below.

CITY OF HUTCHINS: Acknowledged By: _____ Date: _____