



GENERAL DEVELOPMENT PROJECT APPLICATION

Platting Zoning Appeal Other

Name of Project (Business): _____

Project Address/Location: _____

Applicant Name: _____

Applicant Phone: _____ FAX: _____ Cell: _____

Applicant Email: _____

Please use this checklist to aid in preparing a complete development project application package. Please check off each line as you identify that your submittal contains the required information, place N/A on the lines that do not apply to your specific project, and then include this checklist with your application. **Most project delays are the result of incomplete or inadequate information during project submittal.**

Refer to www.weatherfordtx.gov or consult the Planning and Development Department for copies of the Zoning and Subdivision regulations. Public improvement and other design standards may be found at the Transportation and Public Works or Water/Wastewater and Engineering Departments.

IF YOUR APPLICATION PACKAGE IS NOT COMPLETE YOUR SUBMITTAL CAN NOT BE ACCEPTED.

SECTIONS		Office	Applicant	PLEASE SUBMIT THE FOLLOWING:	
		✓	✓		
				PLATTING (master, preliminary, final, minor, vacating, development plat)	
A				Project Information Sheet	
B				Platting Application	
C				Engineering Submittal Requirements	
				ZONING (district change, conditional use permit, planned development)	
A				Project Information Sheet	
D				Zoning Application	
E				Development Site Plan Requirements (conditional use permit or planned development)	
				APPEAL (variance, special exception, waiver/suspension)	
A				Project Information Sheet	
F				Appeal Application	
E				Development Site Plan Requirements	
				OTHER (code amendment, plan amendment, miscellaneous)	
A				Project Information Sheet – IF NEEDED	
G				Miscellaneous Submittal Checklist	
H				CURRENT CALENDAR	
I				CURRENT DEVELOPMENT FEES	
J				Additional Owner Information Sheet	
				PRJ#:	

Date Received



GENERAL DEVELOPMENT PROJECT APPLICATION PROJECT INFORMATION SHEET

A

Project Description

Proposed Project/Business Name: _____

Property Legal Description: _____

Property Address: _____ Acres/Square Feet: _____

Primary Property Owner

Name: _____ Phone: _____

Address: _____ FAX: _____

Email: _____ Cell: _____

Ownership (Deed Vol./Page, etc.): _____

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I, _____, as owner or duly authorized officer of the above referenced property do hereby execute this document and attest that the information included in this application is true and correct to the best of my knowledge.

(Signature)

Before me, the undersigned authority, a Notary Public in and for the State of _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____

Notary Public

[SEAL]

My Board Expires on: _____

Agent/Representative

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Developer

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Engineer/Land Planner

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Surveyor

Company: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____



GENERAL DEVELOPMENT PROJECT APPLICATION

ZONING APPLICATION



Project Description

Project Name: _____ Within: City Limits ETJ Both

Project #: _____ Annexation Proposed: Yes No

Current or Proposed Zoning District: _____ Total project acreage: _____

Will the project require either: a Planned Development OR a Conditional-Use Permit

NOTE: All zoning changes require public notification in the newspaper and by letter to nearby property owners prior to the hearing dates. Additionally, public hearings are required prior to the Planning and Zoning Board and City Council determinations.

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Office ✓	Applicant ✓	<u>PLEASE SUBMIT THE FOLLOWING:</u>
		Completed, signed and notarized application
		Proof of property ownership (general/special warranty deed, title policy, or other acceptable documentation)
		Proof that no delinquent taxes exist against the property (such as a tax certificate from the Appraisal District)
		Application Fee (See Section L-Current Development Fees)
		One (1) copy of the plat or survey document, including metes and bounds description (8.5"x11", letter size)
		A digital copy of the plat or survey document above in an Adobe Portable Document Format (PDF)
		Development Agreement (if needed)
		Other documentation as needed (annexation request, zoning approvals, appeal approvals, etc.)
		PLANNED DEVELOPMENT
		Development Site Plan
		Supplemental Development Regulations
		CONDITIONAL USE PERMIT
		Development Site Plan
		Compatibility and Mitigation Narrative



GENERAL DEVELOPMENT PROJECT APPLICATION DEVELOPMENT SITE PLAN REQ.



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Office ✓	Applicant ✓	<u>PLEASE SUBMIT THE FOLLOWING:</u>
		TYPICAL DEVELOPMENT SITE PLAN REQUIREMENTS <i>(Required for Conditional Use Permits, Planned Developments and Appeals)</i>
		Plans drawn on 8.5"x11", 11"x17", 18"x24", or 24"x36" sheets are acceptable.
		Plan should be drawn at a scale no smaller than 1"=100'.
		Project name, site address/legal description, and small scale vicinity map.
		Anticipated project date and date the plan was drawn.
		Property owner information.
		Project manager contact information.
		North arrow and drawing scale (text and graphic).
		The following features should be clearly marked as existing or proposed, and dimensioned appropriately:
		Property lines, including relevant adjacent properties.
		Roadways, driveways, parking areas, and emergency access. Include width, length and name where applicable.
		Required and proposed setbacks and buffer areas.
		Structures, including fences, retaining walls and signs, with distances to property lines and other structures.
		Topography, including elevations, significant slopes or escarpments, and proposed cut/fill areas.
		Drainage, flood, or wetland features.
		Utility lines, systems and easements. This includes on-site sewer facilities, water wells, and off-site hydrants.
		Required, proposed, or existing pedestrian, screening, landscape or vegetation features.
		Zoning, land and structure uses, and any use or structure non-conformities. Include adjacent property information.
		Statement on the Comprehensive Plan Proposal for the project site.
		Other information that may be required by the proposed project.

Applicant's Acknowledgement: _____ Date: _____

Date Received