



DEVELOPMENT SUBMITTAL GUIDE CITY OF PRINCETON

123 W. Princeton Drive, Princeton, TX 75407
972-736-6169 ** Fax 972-734-2548

Have you met with the city of Princeton Development Department regarding your project? You must have a “pre-application” meeting and show that date on the application for all new developments. (Date: _____)

City Applications, Checklists, Processes, Submittal Schedule, Fee Schedule, Zoning Ordinance, Landscaping Ordinance, subdivision Regulations and Design Standards & Construction Details are available at the Princeton City Hall Development Department.

1. SUBMITTAL PROCESS – Initial Application

Complete application must be submitted to the City of Princeton.

Submit the following:

- Original complete application, fees and required documents per checklist to Development Department, Planning & Zoning, 123 W. Princeton Drive, Princeton, TX 75407.

Components of Complete Application:

- Application to be signed and notarized by all property owner(s) and/or a notarized Power of Attorney for an agent to represent the property owner(s)
- Waiver to be signed and notarized by all property owners(s) and/or a notarized Power of Attorney for and an agent to represent the property owner(s)
- Applicant contact information (i.e. name, address, phone numbers, fax number and email address)
- If applicable, Engineer contact information (i.e. name, address, phone numbers, fax number and email address)
- Engineer Summary which gives an overview of the project
- Required documents per checklist
- Complete Engineering Plans –may be rolled—**Name of Project must be shown**
- Tax Certificate or Warranty Deed – Contact Collin County Tax Office at 972-424-1460 or www.collincad.org
- Completed and Signed Checklist for **each** type of submittal (i.e. Plat, etc)
- Application Fees

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NOTE: ALL INCOMPLETE OR PARTIAL SUBMITTALS WILL NOT BE ACCEPTED.

NOTE: ALL items will be stamped with the received date; however, this date does not constitute the “Official Submittal Date”.

2. DRAWINGS

Completed and signed Checklist is to be included in the application for each type of submittal (i.e. Plat, etc)

- Completed and signed checklist with three (3) **folded** 24” x 36” drawings, One (1) 11” x 17”, one (1) PDF File on CD and two (2) bound sets of Complete Engineering Plans to the Development Dept. Planning & Zoning Coordinator.

3. PRE-APPLICATION CONFERENCE

A Pre-Application meeting with the City Administrator and City Staff will required prior to or at the time of submitting the Application.

4. CITY COUNCIL PRELIMINARY REVIEW

The Applicant or a representative shall be present to give a review, project overview and/or presentation of the Concept Plan to the City Council. The City Administrator/City Secretary will be responsible for scheduling this on the next available City Council Meeting Agenda.

5. DEVELOPMENT REVIEW COMMITTEE

The drawings will be routed to the Development Review Committee for review and comments/recommendations after the City Council review. You will receive a written response from the DRC listing any comments/recommendations/concerns. The DRC is comprised of:

- City Administrator
- City Engineer
- Building Official
- Fire Marshall
- Director of Public Works
- Police Chief
- Planning & Zoning Coordinator
- Economic Development Coordinator

NOTE: A summary of revisions and three (3) **folded** 24” x 36” revised drawings, one (1) 11” x 17”, one (1) PDF File on CD and two (2) bound sets of Complete Engineering Plans to the Development Dept. Planning & Zoning Coordinator for review.

6. PLANNING & ZONING COMMISSION AND CITY COUNCIL MEETING AGENDAS

The agenda for the Planning & Zoning Commission Meetings and the City Council Meetings will be completed 72 hours prior to the meeting. The agenda shall be posted at City for public notice. To receive a copy of the agenda contact the City Secretary’s Office at 972-736-2416.

7. PLANNING & ZONING COMMISSION MEETING PROCEDURES

The Applicant or a representative shall be present to give a brief, no more than ten-minute, project overview and/or presentation. The Applicant and/or representative should be prepared to answer questions which the Commissioners or City Staff may be regarding the project.

8. AFTER THE PLANNING & ZONING COMMISSION MEETING

The Applicant shall submit revised drawings (if necessary) to the City's Planning & Zoning Coordinator not later than 12:00 noon the Monday following the meeting. Approved items will be placed on the City Council's Agenda in accordance with the schedule. (No exceptions will be made – due to time restraints) The submittal shall be as follows:

- A summary of revisions and three (3) **folded** 24" x 36" revised drawings, one (1) 11" x 17" and three (3) 24" x 36" Signed Mylar's (for Construction and Final Plats) to Planning & Zoning Coordinator.

9. CITY COUNCIL MEETING

The City Administrator will give the City Council an overview, the Planning & Zoning's recommendation and the DRC's recommendation. The Applicant and/or representative shall be present for any questions. Presentations should be arranged with the City Administrator not later than the Monday one week prior to the meeting date. The City Council will discuss and possibly approve the application at this meeting.

10. AFTER THE CITY COUNCIL MEETING

The City Secretary will obtain the necessary signatures for Final Plats. After signatures are in place, the City shall return one (1) mylar to the Applicant. The Applicant shall obtain an original Tax Certificate for the City/County Tax Assessor and the Princeton Independent School District. Upon submission of these documents to the City, the mylars will be filed with the County and one original returned to the Applicant. The Applicant shall be responsible for all filing fees, which have been previously paid to filing the Final Plat for consideration and action by the City Council.

11. PERMITTING

a. Development Permits

No construction work of any type shall begin prior to a pre-construction meeting with the DRC and the issuing of a Development Permit

□ Building Permits

Applicant may file application(s) for Building Permits once the project has received the Final Approval from the City. All necessary Building Permits and Impact Fees are due at permitting. The City Development Department (972-736-6169 x24) shall be the contact for all Building Permit and Inspection questions.



DEVELOPMENT APPLICATION

City of Princeton, Texas

Office Use Only:

Date Received: _____

ZC. #: _____

DATE OF PRE-APPLICATION CONFERENCE (required): **REQUIRED**

Name of Subdivision or Project: _____

Application Type	Application Fee*	Application Fee*
<input type="checkbox"/> Land Study/Site Plan	\$ _____	<input type="checkbox"/> Preliminary Plat <i>(Complete Checklist)</i> \$ _____
<input type="checkbox"/> Subdivision Const. Plan Review	\$ _____	<input type="checkbox"/> Final Plat <i>(Complete Checklist)</i> \$ _____
<input type="checkbox"/> Elevation/Facade Plan/Materials Board	\$ _____	<input type="checkbox"/> Amended/Minor Plat \$ _____
<input type="checkbox"/> Landscape and Irrigation Plan	\$ _____	<input type="checkbox"/> Replat \$ _____
<input type="checkbox"/> Screening Wall/Fence Plan	\$ _____	
		TOTAL FEE SUBMITTED \$ _____

ALL PLAT APPLICATIONS MUST BE ACCOMPANIED BY: Engineering Plans, General Tree Survey and Traffic Impact Analysis (TIA-- if required by City Staff). If required, your application will not be accepted until the TIA is submitted.

Submit Three (3) bound sets – 24"x36" of each.

Physical Location of Property: _____
[Address and General Location -- approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description): _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____ Existing Zoning: _____ Requested Zoning: _____
[Attach a detailed description of requested zoning & development standards, if a PD]

OWNER'S NAME: _____ Phone Number: _____
 Applicant/Contact Person: _____ Title: _____
 Company Name: _____
 Street/Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: (____) _____ Fax: (____) _____ Email Address: _____

ENGINEER / REPRESENTATIVE'S NAME: _____
 Contact Person: _____ Title: _____
 Company Name: _____
 Street/Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone: (____) _____ Fax: (____) _____ Email Address: _____

ALL APPLICATIONS MUST BE COMPLETE AND REVIEWED BY THE DEVELOPMENT REVIEW COMMITTEE (DRC) BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. Incomplete submittals will not be accepted.

SUBMISSIONS. Failure to submit all materials (including full engineering plans, General tree survey, and Traffic Impact Analysis (if applicable) to the City with this application will result in delays in scheduling. Submit **Three (3) FOLDED** Copies of Plans and Surveys 24"x36" Prints [1"=100' scale] + **One (1) 11X17, One (1) PDF File** on CD to the Development Department with the submittal. Submit **Three FOLDED (3) copies 24"x36", One (1) 11"x17" and One (1) PDF file** on CD on all Plats to the Development Department with the submittal.

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

****READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance
With Section 212 of the Texas Local Government Code.

SIGNATURE: _____
(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____
Known to me to be the person whose name is subscribed to the above and foregoing instrument, and
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the
Capacity therein stated. Given under my hand and seal of office on this ____ day of _____ 20__

[Notary Seal]

SUBSCRIBED AND SWORN TO before me, this the ____ day of _____, _____.

Notary Public in and for the State of Texas: _____

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS)
COUNTY OF COLLIN)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

****Owner / Agent (circle one)**

[Notary Seal]

SUBSCRIBED AND SWORN TO before me, this the ____ day of _____, _____.

Notary Public in and for the State of Texas: _____

<u>Applicant</u> Initial Below	<u>Submittal Check List</u>	<u>City Use</u> Initial Below
	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g. General warranty deed; Special warranty deed; Title police; or document approved by the City Planner)	
	Required Exhibits	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Address Labels for 200 ft. Property Adjacent Property Owners	
	Conceptual Plan	
	Folded sets of drawings/plans Three (3) 24"X36" and One (1) 11"X17", One (1) PDF File on CD	

City of Princeton * 123 W. Princeton Drive, Princeton TX 75407
Office 972-736-6169 * Fax 972-734-2548

DEVELOPMENT FEE SCHEDULE

Preliminary Plat	\$200.00, plus \$12.00 per acre
Final Plat	\$325.00, plus \$25.00 per acre
Minor Plat	\$200.00
Replat	\$400.00
Subdivision Construction Plan Review	\$400.00
Land Study or Site Plan	\$400.00, plus \$1.00 per acre
Zoning/rezoning	\$325.00 plus \$15.00 per acre up to 250 acres and \$8.00 per acre over 250 acres
Special Use Permit (Zoning)	\$325.00
Appeal Application	\$100.00
Zoning Board of Adjustment Variance Application	\$250.00
Excavation Permit Fee	\$100.00
Streetlight Electrical Cost, one-month actual electricity cost x 24 months, per streetlight in new developments	
Street Improvement Fee (new development) as per subdivision ordinance	
Consultant Services required for Development Not Indicated above or in the City of Princeton Ordinances (Legal, Engineering, Planning) are the <u>Actual Costs</u> charged to the City of Princeton by the third party consultant	
Pro-rata, based on specific project development agreement	
Pro-rata collection processing fee, five (5) percent of amount collected	
Development construction observation fee, three (3) percent of construction cost (water/sewer/paving/drainage) An escrow account must be setup—based on contractors/developers/builders estimated cost at time of permitting; Final cost based on submission of copy of contractors/developers/builders Final Pay Invoice.	
Water Impact Fee, \$2,124.00 based on ¾”--5/8” water meter	
Wastewater Impact Fee, \$1,332.00 based on ¾”--5/8” water meter	

CONTACT INFORMATION:
Development Department, Shawn Fort
City of Princeton
123 W. Princeton Drive

Princeton, TX 75407
Phone: 972-736-6169 x 336
Fax: 972-734-2548
Email: sfort@princetontx.us

City of Princeton * 123 W. Princeton Drive, Princeton, TX 75407
Office 972-736-6169 * Fax 972-734-2548

**CITY OF PRINCETON
CONCEPT PLAN CHECK LIST**

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

- Location map, north arrow, scale and title block (located in the lower right hand corner) containing the proposed subdivision name, acreage, and preparation date
- Names, addresses, and phone numbers of owner, applicant, and surveyor, engineer
- Legend, if abbreviations or symbols are used
- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Topography at two (2) foot contours or less, referred to mean seal level datum, by actual field survey
- Natural features including tree masses, drainage ways and creeks
- Show Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site".
- Proposed Base floodplain limits and elevations on a one (1) foot contour interval for all open channels
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- Subdivision name, zoning, recording information and land use description of property adjacent to the subject property, including number of lots of each classification
- Assignment of use of specific areas within the plan
- Building sides (including maximum building intensity, density, heights and use restrictions as appropriate)
Illustration of the approximate shape and placement of buildings is encouraged, but is not required
- Existing and proposed public streets and private drives, alleys and easements (drainage, access, electrical and maintenance easements) with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), driveways (including those on adjacent property) with approximate dimensions
- In concept plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- Distances (measured edge to edge) between existing and proposed driveways and streets
- Existing or proposed easements (utility, drainage, visibility and maintenance, etc..)
- Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, flood plains and facility sites
- Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
- Additional information as requested by the City Council, Planning and Zoning Commission, Development Review Committee or City Staff to clarify the proposed development and compliance with minimum development requirements (i.e. TIA)

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

CITY OF PRINCETON
LANDSCAPE PLAN CHECK LIST
PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

- Minimum scale of one inch (1") equals forty feet (40')
- Location, size and species of all trees to be preserved (do not use "Tree Stamps" unless they indicate true size and location of trees)
- Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site, or other landscape features
- Species, size, spacing and quantities of all plant material to be used in a tabular form (except that conceptual landscape plans may provide general plant types in-lieu of species)
- Affidavit on the plan stating that irrigation, sprinkler or water systems, including placement of water sources
- Person(s) responsible for the preparation of the landscape plan, including affidavit of their qualifications to prepare said plan
- Mark indication North
- Date of landscape plan, including any revision dates
- Planting details (not required on conceptual landscape plans)
- Percentage of street yard in permanent landscaping
- Dimensions of all landscape areas
- Number of required trees and number of trees provided
- Locations of all existing and planned overhead and underground utilities

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

**CITY OF PRINCETON
CONSTRUCTION PLAN CHECK LIST**

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

- A plan and profile of each street with top of curb grades shown. Each sheet shall include north point, scale, date and benchmark description to sea level datum. Unless otherwise approved by the City, scales shall be one inch equals forty feet (1" = 40') horizontally and one inch equals five feet or six feet (1" = 5' or 6') vertically. Each plan shall show the seal and signature of the registered professional civil engineer who prepared the plans.

- The cross-sections of proposed streets showing the width of roadways and type of pavement and location and width of sidewalk.

- A plan and profile of proposed sanitary sewers, with grades and pipe sizes indicated and showing locations of manholes, cleanouts, etc., and a plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, fittings, etc., in conformance with the City's Design Standards. Unless otherwise approved by the City, scales shall be one inch equals one hundred feet (1" = 100') horizontally and one inch equals five or six feet (1" = 5' or 6') vertically. Each shall show the seal and signature of the registered professional civil engineer who prepared the plans. Each sheet shall include north point, scale, date and benchmark description to sea level datum.

- A plan and profile of the proposed storm sewers, showing hydraulic data and gradients, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc., in conformance with the applicable criteria as shown in the city's Design Standards. Unless otherwise approved by the City, scales shall be one inch equals one hundred feet (1" = 100') horizontally and one inch equals five or six feet (1" = 5' or 6') vertically. Each shall show the seal and signature of the registered professional civil engineer who prepared the plans. Each sheet shall include north point, scale, date and benchmark description to sea level datum.

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

**CITY OF PRINCETON
SITE PLAN CHECK LIST**

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

- Location map indicating the location with the City of Princeton
- The boundaries and dimensions of the proposed development, including total area
- Contour lines at five-foot (5') intervals.
- The description, owners and zoning classification of adjoining properties
- Existing or platted streets; public rights of way; easements or railroads within or adjacent to the tract
- Existing and proposed utility lines showing sizes of water and sewer lines
- Existing and proposed fire hydrants and fire lanes
- Location of all easements
- Building setback lines
- Locations and dimensions of buildings
- Means of ingress and egress to both property and buildings
- Engineering for drainage
- Areas designated for landscaping
- Parking area locations and specifications
- Must be drawn to an acceptable scale (no less than 1 inch = 50 feet)
- If Planned Development Zoning; must provide approval block for Chairman of Planning and Zoning Commission, City Engineer and Mayor to signify approval (see attached)
- Tree management plan for all existing trees in excess of 2" caliper
- Signage and lighting plan
- Locations of exterior mechanical, electrical and communication equipment
- Locations of refuse containers, loading docks and screening
- Legend, if abbreviations or symbols are used
- Subdivision name and zoning classification
- Additional information as requested by Planning and Zoning Commission, City Council, or staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

CITY OF PRINCETON PRELIMINARY PLAT CHECK LIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

PLAT REQUIREMENTS:

- Title block in the lower right hand corner containing the subdivision name, block and lot numbers, survey name and abstract number; number of acres, preparation date, city, county and state
- Names, addresses, and phone numbers of owner, applicant, and surveyor, engineer
- Legend, if abbreviations or symbols are used
- Property boundaries with bearings and dimensions (accurate in scale and orientation)
- Location/vicinity map
- Property is to be tied to original survey and abstract corner
- Show Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: **“no floodplain exists on the site”**. A floodplain reclamation study is required with the engineering plans if reclamation is proposed.
- North arrow and scale appropriate for the level of detail – multiple sheets may be required
- Legal (metes and bounds) description with total acreage
- Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- Layout, numbers, set-back lines and approximate dimensions of proposed lots, blocks with lot and block numbers, parks, school sites and reserved space. For single family, two family, and town home developments, include a table of lot and block numbers with the square footage of each lot (can be an 8 ½"x 11" for the file)
- Building lines
- Existing and proposed locations and names of public streets and private drives, alleys and easements (drainage, access, electrical and maintenance easements) with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), driveways (including those on adjacent property) with approximate dimensions, existing permanent buildings, railroads, and other important features, such as abstract lines, political subdivision or corporation lines and school district boundaries
- Existing sewer mains, water mains, drainage culverts or other underground structures and utilities within the tract and immediately adjacent thereto with pipe sizes, grades and locations indicated
- Right-a-way dedications or reservations
- State the dimensions of the subdivision and of each street, alley, square, park or other part of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alley, square, park or other part
- Utility Easements – water, sanitary sewer, drainage, electric telephone, gas, cable televisions, fire lane, etc... Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.

- Filing information for all existing easements and right-of-ways
- Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- Locations, material, and size of all monuments. Two new concrete monuments showing X, Y and elevation coordinates of the development must be set, using state plane coordinates. Designate existing and proposed monuments.
- Outline of all property offered for dedication for public use
- Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- Surveyor's certificate (signed and sealed) with notary block
- City approval signature block located on the right side of the page (see attached)
- Certificate of ownership with notary block(s)
- Note stating which single-family zoning district standards apply to the subdivision (if applicable)
- If preliminary plat contains proposed thoroughfares add note: **"The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."**
- Conceptual detail of proposed screening and landscaping (including location, ROW, materials description, height, etc...)
- Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- General arrangements of land use, park and school sites, public facilities, private open space, and floodplains
- Proposed densities (exclude major thoroughfares from density calculations)
- Provisions for connection of streets with other streets adjacent to the subdivision and for extension of streets to undeveloped property. Also a circulation plan indicating how continuous ingress and egress from existing residences will be maintained.
- List the following note on the plat: **"Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."**
- Formal irrevocable offers of dedication to the public of all streets, local government uses, utilities, parks, easements, access, drainage and floodway, and drainage and detention, fire lane, landscape, Visibility and Maintenance in a form approved by the City Attorney
- For replats – purpose of replat statement (i.e.: **"The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9."**)

ATTACHMENTS:

- For plats/replats – List of all legal property owners and addresses within 200feet of the property within the subdivision to be platted/replatted. Submit addressed peel-off address labels with the names and addresses with the application.
- Additional documents necessary for dedication or conveyance of easements or right-of-ways

- ❑ Other information as considered essential by the Development Review Committee, Planning & Zoning Commission or City Council may include but not limited to:
 - Site Plan
 - Facade Plan

- ❑ In addition, the following plans shall be submitted with a final plat application and approval necessary prior to final authorization for development:
 - Any necessary offsite easements
 - Engineering Plans
 - Landscape Plans
 - Screening Plans
 - Detailed Tree Survey and Tree Preservation Plans
 - Development Agreement and security, if required
 - "As Built" Construction Plans, where applicable

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

CITY OF PRINCETON
PRELIMINARY PLAT PROCESS

1. An Application for Preliminary Plat must be completely filled out by the applicant. Incomplete applications will not be accepted.
2. All Filing Fees must be paid at time of application. Application will not be accepted without payment fees.
3. In addition to the Application, the applicant will need to **provide** the following:
 - a. **Three** (3) copies of the legal description of the property. (Must be prepared by a Professional Land Surveyor)
 - b. **Three** (3) copies (24" x 36")
 - c. **One** (1) copy (11" x 17").
 - d. **One** (1) PDF file on CD
 - e. **A complete listing** of all the property owners with their complete addresses within two hundred (200) feet of the property requesting Preliminary Plat.
4. If the application is complete and all the required information is supplied, it will be forwarded to the City of Princeton City Council and Development Review Committee will review the Preliminary Plat. After City Council and DRC review, the applicant will be notified via email with issues/concerns.
5. After City Council and DRC comments have been addressed, applicant is to re-submit revised Preliminary Plat along with a letter addressing how each comment was revised.
6. The DRC will review the Preliminary again. If everything was addressed, the Preliminary Plat will then be scheduled for the next available Planning & Zoning meeting. If any issues/concerns were not addressed, the DRC will send the plat back to the applicant for further correction.
7. All property owners within two hundred (200) feet of the property must be given written notice of the Preliminary Plat at least ten (10) days prior to the Planning & Zoning Meeting.
8. The Planning & Zoning Commission will review the Preliminary Plat and forward it the City Council with a recommendation.
9. The City Council will review the Preliminary Plan and the recommendation of the Planning & Zoning Commission and then make a final decision of approval.

CITY OF PRINCETON

FINAL PLAT AND REPLAT CHECK LIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

PLAT REQUIREMENTS:

- Title block in the lower right hand corner containing the subdivision name, block and lot numbers, survey name and abstract number; number of acres, preparation date, city, county and state
- Names, addresses, and phone numbers of owner, applicant, and surveyor, engineer
- Legend, if abbreviations or symbols are used
- Property boundaries with bearings and dimensions
- Location/vicinity map
- Property is to be tied to original survey and abstract corner
- Show Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: **"no floodplain exists on the site"**. A floodplain reclamation study is required with the engineering plans if reclamation is proposed.
- North arrow and scale appropriate for the level of detail – multiple sheets may be required
- Legal (metes and bounds) description with total acreage
- Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers. For single family, two family, and town home developments, include a table of lot and block numbers with the square footage of each lot (can be an 8 ½"x 11" for the file)
- Building lines
- Existing and proposed location of public streets and private drives, alleys and easements (drainage, access, electrical and maintenance easements) with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), driveways (including those on adjacent property) with approximate dimensions
- Right-a-way dedications or reservations
- State the dimensions of the subdivision and of each street, alley, square, park or other part of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alley, square, park or other part
- Utility Easements – water, sanitary sewer, drainage, electric telephone, gas, cable televisions, fire lane, etc... Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
- Filing information for all existing easements and right-of-ways
- Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents

- Locations, material, and size of all monuments. Two new concrete monuments showing X, Y and elevation coordinates of the development must be set, using state plane coordinates. Designate existing and proposed monuments.
- Outline of all property offered for dedication for public use
- Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- Surveyor's certificate (signed and sealed) with notary block
- City approval signature block located on the right side of the page (see attached)
- Certificate of ownership with notary block(s)
- Note stating which single-family zoning district standards apply to the subdivision (if applicable)
- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- Formal irrevocable offers of dedication to the public of all streets, local government uses, utilities, parks, easements, access, drainage and floodway, and drainage and detention, fire lane, landscape, Visibility and Maintenance in a form approved by the City Attorney
- For replats – purpose of replat statement (i.e.: "The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9.")

ATTACHMENTS:

- For plats/replats – List of all legal property owners and addresses within 200feet of the property within the subdivision to be platted/replatted. Submit addressed peel-off address labels with the names and addresses with the application.
- Additional documents necessary for dedication or conveyance of easements or right-of-ways
- Other information as considered essential by the Development Review Committee, Planning & Zoning Commission or City Council or City Staff may include but not limited to:
 - Site Plan
 - Façade Plan
- In addition, the following plans shall be submitted with a final plat application and approval necessary prior to final authorization for development:
 - Any necessary offsite easements
 - Engineering Plans
 - Landscape Plans
 - Screening Plans
 - Detailed Tree Survey and Tree Preservation Plans
 - Development Agreement and security, if required
 - "As Built" Construction Plans, where applicable

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

CITY OF PRINCETON

FINAL PLAT PROCESS

1. An Application for Final Plat must be completely filled out by the applicant. Incomplete applications will not be accepted.
2. All Filing Fees must be paid at time of application. Application will not be accepted without payment fees.
3. In addition to the Application, the applicant will need to **provide** the following:
 - a. **Three** (3) copies of the legal description of the property. (Must be prepared by a Professional Land Surveyor)
 - b. **Three** (3) copies (24" x 36")
 - c. **One** (1) copy (11" x 17").
 - d. **One** (1) PDF file on CD
4. If the application is complete and all the required information is supplied, it will be forwarded to the City of Princeton City Council and Development Review Committee will review the Final Plat. After City Council and DRC review, the applicant will be notified via email with issues/concerns.
5. After City Council and DRC comments have been addressed, applicant is to re-submit revised Final Plat along with a letter addressing how each comment was revised.
6. The DRC will review the Final Plan again. If everything was addressed, the Final Plat will then be scheduled for the next available Planning & Zoning Commission meeting. If any issues/concerns were not addressed, the DRC will send the plat back to the applicant for further correction.
7. The Planning & Zoning Commission will review the Final Plat and forward it the City Council with a recommendation.
8. The City Council will review the Final Plan and the recommendation of the Planning & Zoning Commission and then make a final decision of approval.



ANNEXATION APPLICATION

City of Princeton, Texas

Office Use Only:
Date Received: _____
ZC. #: _____

DATE OF PRE-APPLICATION CONFERENCE (required):

REQUIRED

Name of Subdivision or Project: _____

Application Type
___ Annexation

Application Fee*
\$ NO FEE

Physical Location of Property: _____
[Address and General Location -- approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description): _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____

OWNER'S NAME: _____ Phone Number: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

LIST ALL PROPERTY OWNERS (REQUIRES 50% OR MORE TO BE ELIGIBLE):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

****READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance
With Section 212 of the Texas Local Government Code.

SIGNATURE: _____
(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____
Known to me to be the person whose name is subscribed to the above and foregoing instrument, and
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the
Capacity therein stated. Given under my hand and seal of office on this ____ day of _____ 20__

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the ____ day of _____, _____.

Notary Public in and for the State of Texas: _____

****READ BEFORE SIGNING BELOW:**

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS)
 COUNTY OF COLLIN)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

****Owner / Agent (circle one)**

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Texas: _____

<u>Applicant</u> Initial Below	<u>Submittal Check List</u>	<u>City Use</u> Initial Below
	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g. General warranty deed; Special warranty deed; Title police; or document approved by the City Planner)	
	Required Exhibits	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Address Labels for 200 ft. Property Adjacent Property Owners	

CITY OF PRINCETON

ANNEXATION PROCESS

FEE: NO FEE IS CHARGED FOR THE ANNEXATION OF PROPERTY INTO THE CITY OF PRINCETON

1. An Application for Annexation must be completely filled out by the applicant. Incomplete applications will not be accepted.
2. In addition the Application, the applicant requesting the Annexation will need to **provide** the following:
 - a. **Three** (3) copies of the legal description of the property requesting annexation. (Must be prepared by a Professional Land Surveyor)
 - b. **Three** (3) copies of a land survey for the property requesting annexation. (Must be prepared by a Professional Land Surveyor)
 - c. **A complete list** of all the property owners with their complete addresses within two hundred (200) feet of the property requesting annexation.
3. A pre-annexation meeting with the City Administrator and City Staff will be required prior to or at the time of submitting the Annexation Application.
4. If the application is complete and all the required information is supplied, will be forwarded to the City of Princeton City Council.
5. Before a property can be annexed in the City, two (2) public hearings must be held.
6. Notice of the public hearings must be advertised in the official City newspaper.
7. The two (2) public hearings can be held on the same night.
8. After the second (2nd) public hearing the City Council will vote to annex the property into the City, or deny the request for annexation.
9. If the property is annexed into the City, an Ordinance accepting the property has to be drafted.
10. The Ordinance annexing the property into the City cannot be passed no earlier than the twentieth (20th) day after the last public hearing, or not later than the fortieth (40th) day after the last public hearing.
11. If the Ordinance accepting the property into the City is passed, the Ordinance and all the other necessary paperwork are then filed with the appropriate government offices.



SPECIFIC USE PERMIT APPLICATION

Office Use Only:
Date Received: _____
ZC. #: _____

DATE OF PRE-APPLICATION CONFERENCE (required):

REQUIRED

Name of Project: _____

Application Type
___ Specific Use Permit

Application Fee*
\$ 325.00

Physical Location of Property: _____
[Address and General Location -- approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description): _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____

OWNER'S NAME: _____ Phone Number: _____
Applicant/Contact Person: _____ Title: _____
Company Name: _____
Street/Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____ Email Address: _____

LIST ALL PROPERTY OWNERS (REQUIRES 50% OR MORE TO BE ELIGIBLE):

TYPE OF SPECIFIC USE PERMIT REQUESTED: _____

****READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance
With Section 212 of the Texas Local Government Code.

SIGNATURE: _____
(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____
Known to me to be the person whose name is subscribed to the above and foregoing instrument, and
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the
Capacity therein stated. Given under my hand and seal of office on this ____ day of _____ 20__

[Notary seal]

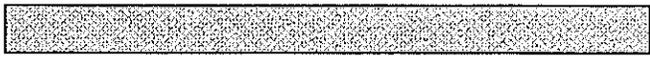
SUBSCRIBED AND SWORN TO before me, this the ____ day of _____, _____.
Notary Public in and for the State of Texas: _____

****READ BEFORE SIGNING BELOW:**

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS)
COUNTY OF COLLIN)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



****Owner / Agent (circle one)**

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the ____ day of _____, _____.
Notary Public in and for the State of Texas: _____

Applicant

Submittal Check List

City Use

Initial Below

Initial Below

	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g. General warranty deed; Special warranty deed; Title police; or document approved by the City Planner)	
	Required Exhibits	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Address Labels for 200 ft. Property Adjacent Property Owners	

**CITY OF PRINCETON
SPECIFIC USE PERMIT CHECK LIST**

**PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH
SUBMITTAL**

- Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit a hard copy (8 1/2" x 11") of the legal description, titled as "Exhibit A: for Z# __", sealed by a surveyor and a computer disk containing the legal description formatted for Microsoft Word.
- The addresses of the applicant, the names and complete addresses of the property owners(s) and all other property owners within 200 feet of the site shall be submitted on peel-off labels.
- The application for a Specific Use Permit (SUP) shall be accompanied by a site plan drawn to scale and showing the general arrangements of the project, together with essential requirements such as off-street parking facilities; size, height, construction materials and location of building; the uses to be permitted; location and construction of signs; means of ingress and egress to public streets; visual screening such as walls, landscaping, and fences; and the relationship of the intended use to all existing properties and land uses in all directions to minimum distance of two hundred (200) feet.
- List type of use (business), hours of business, maximum occupants, etc.

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

Email _____

CITY OF PRINCETON

SPECIFIC USE PERMIT PROCESS

FEES: LISTED ON THE SPECIFIC USE PERMIT (SUP) APPLICATION

- As permitted under the provisions of the City of Princeton Ordinances, a property owner may petition the City for a Specific Use of Property, as authorized by the zoning district in which the property is located. Such petition shall be considered by the Planning and Zoning Commission. After proper notice and a public hearing, the Planning and Zoning Commission shall make a recommendation to the City Council regarding any application for a Specific Use Permit. The Planning and Zoning Commission may require information, operating data, and expert evaluation concerning the location and function and characteristics of any building or use proposed.
- After proper notice and a public hearing, the City Council may grant a permit for a Specific Use of Property as authorized by the zoning district in which the property is situated. The City Council may require information, operating data, and expert evaluation concerning the location and function and characteristics of any building or use proposed.
- In recommending that a Specific Use Permit for the premises under consideration be granted, the Planning and Zoning Commission shall determine that such use or uses are harmonious and adaptable to building structures and uses of adjacent property and other property in the vicinity of the premises under consideration, and shall make recommendations as to requirements for the paving of streets, alleys and sidewalks, means of access to public streets, provisions for drainage, adequate off-street parking, protective screening and open space, heights of structures, and compatibility of buildings.
- The City Council shall authorize issuance of a Specific Use Permit only after determining that the proposed use or uses are harmonious and adaptable to building structures and uses of adjacent property and other property in the vicinity of the premises under consideration.
- The City Council shall authorize issuance of a Specific Use Permit only after determining that adequate provisions have been made for the paving of streets, alleys, and sidewalks, means of access to public streets, provisions for drainage, adequate off-street parking, protective screening and open space, heights of structures, and compatibility of buildings.

CITY OF PRINCETON

SPECIFIC USE PERMIT PROCESS

- No Specific Use Permit shall be granted unless the applicant, owner, and grantee of the Specific Use Permit shall be willing to accept and agree to be bound by and comply with the written requirements of the permit, as attached to the site plan drawing (or drawings) and approved by the City Council. No public hearing is necessary for site plan approval.
- Whenever regulations or restrictions imposed by this ordinance are either more or less restrictive than regulations imposed by any governmental authority through legislation, rule, or regulation, the regulations, rules or restriction which are more restrictive or impose higher standards or requirements shall govern. Regardless of any other provision of this ordinance, no land shall be used and no structure erected or maintained in violation of any State or Federal pollution control or environmental protection law or regulation.
- When the City Council authorizes granting of the Specific Use Permit, the Zoning Map shall be amended according to its legend to indicate that the affected area has conditional and limited uses.



VARIANCE APPLICATION

City of Princeton, Texas

Office Use Only:
Date Received: _____
Z.C. #: _____

DATE OF PRE-APPLICATION CONFERENCE (required): **REQUIRED**

Name of Subdivision or Project: _____

Application Type	Application Fee*
<input type="checkbox"/> Variance	\$250.00
<input type="checkbox"/> Denied Permit Application	N/C

Physical Location of Property: _____
[Address and General Location -- approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description): _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____ Zoning: _____

OWNER'S NAME: _____ Phone Number: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

DESCRIPTION OF VARIANCE REQUESTED:
(attach sheet if preferred) _____

****READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance
With Section 212 of the Texas Local Government Code.

SIGNATURE: _____
(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____
Known to me to be the person whose name is subscribed to the above and foregoing instrument, and
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the
Capacity therein stated. Given under my hand and seal of office on this _____ day of _____ 20__

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Texas: _____

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS)
 COUNTY OF COLLIN)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



****Owner / Agent (circle one)**

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____
 Notary Public in and for the State of Texas: _____

<u>Applicant</u> Initial Below	<u>Submittal Check List</u>	<u>City Use</u> Initial Below
	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g. General warranty deed; Special warranty deed; Title police; or document approved by the City Planner)	
	Required Exhibits	
	Metes and Bounds Description	

OFFICE USE ONLY: This application meets the City of Princeton requirements per City Ordinances for processing.			
Signature _____		Title _____	OFFICIAL SUBMISSION DATE _____
			Zoning Case # _____
Fees Paid \$ _____	Check # _____	From: _____	
ZBA Agenda: _____		Action: _____	
Current Zoning & Ordinance Number: _____		New Ordinance Number: _____	
Staff comments forwarded to applicant on: _____		Revisions Due no later than: _____	
Plans routed to:	Comments Returned on:	Public Hearing Requirements:	Date Completed
On:	City Eng.	20 days prior - Paper Notice	
	City Admin.	15 days prior - Public Comment	
DUE Back:	Public Works		
	Bldg. Official		
	Police Chief		
Local Gov Code §212			

**CITY OF PRINCETON
VARIANCE CHECKLIST**

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

Please note that this checklist is intended to assist applicant in the preparation of submittals.
Applicant must provide the rational for the variance using the following five criteria as per the City of Princeton Zoning Ordinance Section 33.4.4

- Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district
- Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance
- The special conditions and circumstances do not result from the actions of the applicant
- Granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district
- No non-confirming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

CITY OF PRINCETON VARIANCE PROCESS

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

The Zoning Board of Adjustment shall have the power to authorize upon appeal in specific cases such variances from the terms of the City of Princeton Zoning Ordinance Section 33.4 as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance will result in unnecessary hardship and so that the spirit of this ordinance shall be observed and substantial justice done, including the following:

- Permit a variance in the yard requirements of any district where there are unusual and practical difficulties or unnecessary hardships in the carrying out of the provisions due to an irregular shape of the lot or topographical or other conditions, provided such variance will not seriously affect any adjoining property or the general welfare.
- Authorize, upon appeal, whenever a property owner can show that a strict application of the terms of this ordinance relating to the construction or alteration of buildings or structures will impose upon him unusual and practical difficulties or particular hardship. Such variances from the strict application of the terms of this ordinance as are in harmony with its own general purpose and intent, but only when the Board is satisfied that granting of such variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship or difficulty so great as to warrant a variance from the Comprehensive Plan as established by this ordinance and at the same time, the surrounding property will be properly protected.
- The Board shall have the power to hear and decide appeals where it is alleged there is error of law in any order, requirements, decision or determination made by the Building Inspector in the enforcement of this ordinance. Except as otherwise provided herein, the Board shall have, in addition, the following specific powers:
 1. To permit the erection and use of a building or the use of premises for railroads if such uses are in general conformance with the Master Plan and present not conflict or nuisance to adjacent properties.
 2. To permit a public utility or public service or structure in any district, or a public utility or public service building of a ground area and of a height at variance with those provided for in the district in which such public utility or public service building is permitted to be located, when found reasonably necessary for the public health, convenience, safety or general welfare.
 3. To grant a permit for the extension of a use, height or area regulation into an adjoining district, where the boundary line of the district divides a lot in a single ownership on the effective date of this ordinance.
 4. To permit the reconstruction of a non-conforming building which has been damaged by explosion, fire, act of God or the public enemy, to the extent of more than fifty percent (50%) of its fair market value where the Board finds some compelling necessity requiring a continuance of the nonconforming use.
 5. To waive or reduce the parking and loading requirements in any of the districts, when (i) the character or use of the building is such as to make unnecessary the full provision of parking or loading facilities; or (ii) when such regulations would impose an unreasonable hardship upon the use of the lot. The Board shall not waive or reduce such requirement merely for the purpose of granting an advantage or a convenience.

A written application for variance shall be submitted together with the required fee, accompanied by an accurate legal description, maps, site plans, drawings and any necessary data, demonstrating:

- That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or building in the same district
- That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance
- That the special conditions and circumstances do not result from the actions of the applicant
- That granting that variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district
- No non-confirming use of neighboring lands, structures or buildings in the same district and no permitted use of lands, structuring or buildings in other districts shall be considered grounds for the issuance of a variance



ZONING APPLICATION

City of Princeton, Texas

Office Use Only:
Date Received: _____
ZC #: _____

DATE OF PRE-APPLICATION CONFERENCE (required): **REQUIRED**

Name of Subdivision or Project: _____

Application Type	Application Fee*
<input type="checkbox"/> Initial Zoning (newly annexed or Agricultural property)	\$ _____
<input type="checkbox"/> Rezoning (property currently zoned)	\$ _____
<input type="checkbox"/> Specific Use Permit (SUP) – see Zoning Ordinance for special requirements and procedures	\$325.00

Physical Location of Property: _____
[Address and General Location -- approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description): _____
[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____ Existing Zoning: _____ Requested Zoning: _____
[Attach a detailed description of requested zoning & development standards, if a PD]

OWNER'S NAME: _____ Phone Number: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

ENGINEER / REPRESENTATIVE'S NAME: _____

Contact Person: _____ Title: _____

Company Name: _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

SUBMITTAL DEADLINE: 30 DAYS PRIOR TO P&Z PUBLIC HEARING DATE. (All zoning applications must be advertised in the newspaper, and notices must be mailed to all property owners within 200 feet of the subject property. Please contact City staff in advance for submittal deadlines.)

ALL APPLICATIONS MUST BE COMPLETE BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. Incomplete submittals will not be accepted.

SUBMISSIONS. Failure to submit all materials (including Conceptual Plan) to the City with this application will result in delays scheduling the agenda date. Submit four (20) FOLDED Copies of Drawing(s) 24"x36" Prints [1"=100' scale] + one (1) 11X17, One (1) PDF File on CD to the Development Department by the Submittal deadline.

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

*Zoning/Rezoning Fee: \$325.00, plus \$15.00 per acre up to 250 acres and \$8.00 per acre over 250 acres

****READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance
With Section 212 of the Texas Local Government Code.

SIGNATURE: _____
(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____
Known to me to be the person whose name is subscribed to the above and foregoing instrument, and
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the
Capacity therein stated. Given under my hand and seal of office on this _____ day of _____ 20__

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Texas: _____

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS)
COUNTY OF COLLIN)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



****Owner / Agent (circle one)**

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Texas: _____

Applicant Initial Below	Submittal Check List	City Use Initial Below
	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g. General warranty deed; Special warranty deed; Title police; or document approved by the City Planner)	
	Required Exhibits	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Address Labels for 200 ft. Property Adjacent Property Owners	
	Conceptual Plan	
	Folded sets of drawings/plans Twenty (20) 24"X36" and One (1) 11"X17", One (1) PDF File on CD	

CITY OF PRINCETON ZONING REQUEST CHECK LIST

**PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH
SUBMITTAL**

- Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The applicant will submit a hard copy (8 ½" x 11") of the legal description, titled as "Exhibit A: for Z# __", sealed by a surveyor and a computer disk containing the legal description formatted for Microsoft Word.
- The addresses of the applicant, the names and complete addresses of the property owners(s) and all other property owners within 200 feet of the site shall be submitted on peel-off labels.

EXHIBIT A:

- Title block located in lower right corner (titled as "Exhibit A: for Z# __") with subdivision name, block and lot numbers survey name and abstract number, and preparation date.
- Names, addresses, and phone numbers of owner, applicant, and surveyor
- North arrow, scale, and location/vicinity map
- Legend, if abbreviations or symbols are used
- Property boundary and dimensions
- Adjacent Property within 200 feet – subdivision name, owner's name and recording information, land use, and zoning.
- Existing and requested zoning boundary lines.
- Total gross and net acreage of existing and requested zoning.
- Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
- Location of existing right-of-way and easements with filing information (utility, drainage, visibility and maintenance, etc...)
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property.
- If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- Distances to nearest cross streets.
- Topography at five (5) foot contours or less.
- Existing and proposed FEMA-100 year floodplain areas, or a note that no floodplain exists on the property.

Preparer's Signature _____ Date _____

Title _____ Phone _____ Fax _____

Email _____

CITY OF PRINCETON

ZONING /REZONING PROCESS

FEES: LISTED ON THE ZONING APPLICATION

NOTE: If a property has just been annexed into the City it is automatically zoned as “A - Agricultural”. The property must be “Zoned” according to how the developer wants to use the property. Occasionally a property owner who already has a zoning designation will want to change the “Zoning” to allow for different uses of the land. In either case the following process applies:

1. The party requesting the Zoning/Rezoning must complete a Zoning Application for Zoning or Rezoning.
2. In addition to the Zoning Application, the applicant will need to **provide** the following:
 - a. **Three** (3) copies of the legal description of the property requesting the Zoning/Rezoning. (Must be prepared by a Professional Land Surveyor).
 - b. **Three** (3) copies of a land survey for the property requesting the Zoning/Rezoning. (Must be prepared by a Professional Land Surveyor).
 - c. **A complete listing** of all the property owners with their complete addresses within two hundred (200) feet of the property requesting the Zoning/Rezoning.
 - d. **All fees** must be paid at the time the Zoning/Rezoning Application is submitted. Application will not be accepted without payment fees.
3. **A pre-zoning meeting with the City Administrator and City Staff will be required prior to or at the time of submitting the Zoning Application.**
4. If the application is complete and all the required information is supplied, will be forwarded to the City of Princeton City Council for a preliminary review.
5. Before a property can be Zoned/Rezoned two (2) public hearings must be held.
6. Notice of the public hearings must be advertised in the official City newspaper.
7. Notices must be advertised at least fifteen (15) days prior to the first (1st) public hearing.
8. All property owners within two hundred (200) feet of the property requesting the Zoning/Rezoning must be given written notice of the request for Zoning/Rezoning at least ten (10) days prior to the first (1st) public hearing.

CITY OF PRINCETON

ZONING /REZONING PROCESS

- 9 .The first (1st) public hearing is before the Planning & Zoning Commission. They will review the request and forward it the City Council with a recommendation.
- 10.The second (2nd) public hearing is before the City Council. They will review the request and the recommendation of the Planning & Zoning Commission and then make a final decision.
- 11.If the City Council approves the request for Zoning/Rezoning an Ordinance is then passed amending the Zoning Boundary Map.