



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*
___ Land Study/Site Plan	\$ _____	___ Preliminary Plat <i>(Complete Checklist)</i> \$ _____
___ Subdivision Const. Plan Review	\$ _____	___ Final Plat <i>(Complete Checklist)</i> \$ _____
___ Elevation/Facade Plan/Materials Board	\$ _____	___ Amended/Minor Plat \$ _____
___ Landscape and Irrigation Plan	\$ _____	___ Replat \$ _____
___ 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]

Acres: _____ 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