



DEVELOPMENT APPLICATION

NAME OF SUBDIVISION AND/OR PROJECT: _____

Revised December 2016

ITEMS SUBMITTED –

	Filing Fee*		Filing Fee*
<input type="checkbox"/> Land Study/Concept Plan	_____*	<input type="checkbox"/> Construction Plat (Preliminary Plat)	_____*
<input type="checkbox"/> Site Plan	_____*	<input type="checkbox"/> Final Plat (As-Built) <i>Complete Checklist</i>	_____*
<input type="checkbox"/> Sign Plan / Appeal	_____*	<input type="checkbox"/> Amended/ Minor Plat	_____*
<input type="checkbox"/> Elevation/Facade Plan/Materials Board	_____*	<input type="checkbox"/> Vacation of Plat	_____*
<input type="checkbox"/> Landscape and Irrigation Plan	_____*	Attach the following with Plat Application: Engineering Plans – six (6) bound sets General Tree Survey Traffic Impact Analysis***	
<input type="checkbox"/> Screening wall/Fence Plan	_____*		
<input type="checkbox"/> Re-plat	_____*		
		TOTAL FEE SUBMITTED \$	

*** Refer to Current Fee Schedule, application is incomplete without the proper filing fee(s). ***Contact the Community Services to determine if a Traffic Impact Analysis (TIA) is required. If required, your application will not be accepted until the TIA is submitted.**

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 # of Lots/Tracts: _____ Existing Zoning: _____
[If a PD, attach a copy of the ordinance to this application]

OWNER'S NAME: _____ **Contact 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: _____

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

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

NOTES:

SUBMITTAL DEADLINE: SEE "DEVELOPMENT PROCESS CALENDAR"

ALL PLAT, SUP, REPLAT AND ZONING CHANGE REQUEST applications must include a letter waiving 30-day review time.

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. [Drawings will not be returned to applicant.] **PLEASE NOTE THAT ALL FINAL PLATS WILL GO ONLY TO CITY COUNCIL FOR APPROVAL.**

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 scheduling the agenda date. Submit Six (6) FOLDED/ ROLLED Copies of Drawing(s) 24"x36" Prints [1"=100' scale] + two (2) copies of drawings on an 11X17, two (2) color copies of building elevations and landscape plan 24" x 36" plus one (1) CD containing all drawings (formatted on a 24x36 sheet) in PDF & JPEG format in separate files to Community Services Department by the Submittal deadline. [Submittal Schedule attached.]

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings/etc. 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/etc.) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

NAME OF SUBDIVISION AND/OR PROJECT: _____

****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)

Applicant Signature: _____ Date: _____

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed in the foregoing instrument and acknowledge to me that he executed the same for the purposes and considerations therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office, this _____ day of _____, AD, _____.

 Notary Public in and for the State of Texas, County of _____

 (Signature of Owner)

 (Date)

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed in the foregoing instrument and acknowledge to me that he executed the same for the purposes and considerations therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office, this _____ day of _____, AD, _____.

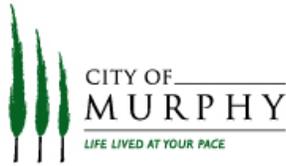
 Notary Public in and for the State of Texas, County of _____

SUBMITTAL CHECK LIST

Applicant Initial below

City Initial Below

	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 policy; or document approved by the City Planner)	
	Tax Status Certificate	
	<u>FOLDED/ROLLED</u> drawings/plans- Six (6) sets 24 X 36, two (2) copies of drawings on an 11 x 17, and one (1) CD Copy (formatted on a 24x36 sheet) in PDF & JPEG format in separate files, all documents being submitted to be numbered on the bottom right corner of the page. (2) – 11 x 17 sets of Building Elevations & Landscape Plans in Color	
	Applicant's Summary Report which details the overall nature and scope of the proposed development including variances or special considerations requested.	
	30 Day Waiver for all Plat, SUP & Zoning Change Requests	



Development Process Overview

Community Services Department

Revised December 2016

City Applications, Checklists, Submittal Schedule, Fee Schedule, Zoning Code and Subdivision Regulations are available online at www.murphytx.org under Community Development.

1. SUBMITTAL PROCESS

A complete application must be submitted in accordance with the City submittal schedule. Submit the following:

- Submit original complete application, fees, and required drawings to Kelly Carpenter, Interim Director of Community and Economic Development, directly to 206 North Murphy Road, Murphy, Texas 75094.

COMPONENTS OF COMPLETE APPLICATION

- An application form is available on the Planning and Zoning page at www.murphytx.org, on the left hand side of the page under *Documents & Applications*.
- Verification that all taxes and assessments on the subject property have been paid
- Payment of the appropriate fee
- Proof of land ownership, such as one of the following:
 - General Warranty Deed
 - Special Warranty Deed
 - Title Policy
- Any applicable development agreement (if any)
- **Applicant's Summary Report** that includes the following:
 - Overall nature and scope of the proposed development
 - Current zoning of the property (including the ordinance number)
 - Proposed use of the property
 - Proposed acreage, lot sizes, lot widths, lot depths and number of lots
 - Special amenities of facilities
 - How the property will be served by required utilities and services
 - How storm water drainage will be handled
 - Itemization of any waivers/suspensions being sought (if any)
- Applicant must submit completed TXDOT permit application and associated stamped engineering documents to Community Services Department. (if applicable)
- Letter from applicable service providers verifying their ability to adequately serve the proposed development.

Community Services Department

- Letter from either the Plano Independent School District or Wylie Independent School District acknowledging the size, location and timing of the proposed development and any desire for a school site (if applicable)

NOTE: A receipt will NOT be issued at time of submittal. The City has eleven (11) days to process all applications to ensure it is complete and assign the “official submittal date”.

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

2. SUBMISSION REQUIREMENTS

Each application shall contain the following (all required items/information must be received by the Community Development Department in order for any type of application to be considered complete – **incomplete submissions will not be reviewed until all deficient items and information have been received**).

Drawings

- **Six (6) FOLDED/ROLLED** copies on a 24" x 36" sheet [1'=100" scale]
- **Two (2)** copies of drawings on 11" x 17"
- **Two (2) color copies** of building elevations and landscape plan 24" x 36" prints
- **One (1) CD** containing all drawings (formatted on a 24" x 36" sheet) in **PDF & JPEG** format in separate files.
- **All** documents being submitted to be numbered on the bottom right corner of the page
- Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the Community Services Department

Depending on what type of application you are submitting, please refer to the website for respective Checklists.

Staff Review and Comments

The initial drawings will be routed to the following persons for comment. You will receive a written response from the Community Services Department listing any outstanding issues and/or concerns from the following departments (as applicable)

- Planning Department
- City Engineer (Consulting Engineer)
- Building Official
- Public Works
- Fire Chief
- Applicable service providers (if necessary)

A **written** summary of revisions and revised copies of drawings are to be submitted to the Community Services Department for follow up staff review. Revisions review will continue until final staff approval.

Community Services Department

3. PLANNING AND ZONING COMMISSION MEETING

The agenda will be completed 72 hours prior to the meeting. The agenda shall be posted at City Hall for public notice and on the City's website at <http://www.murphytx.org>. Agendas will no longer be emailed or faxed.

An applicant or representative shall be present to give a brief, no more than ten-minute, project overview and/or presentation. An easel will be provided for display boards. If you have any additional needs, contact Kelly Carpenter, Interim Director of Community and Economic Development, no later than the Thursday prior to the meeting date. The applicant or representative should be prepared to answer questions that the Commissioners or City Staff may have regarding the project.

4. AFTER THE PLANNING AND ZONING MEETING

Applicant shall submit revised drawings, if applicable, the next business day immediately 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:

- **Two (2) FOLDED** copies on a 24" x 36" sheet
- **Two (2)** copies on an 11" x 17" reduction (folded to an 8 ½" x 11" page)
- **One (1)** electronic copy (formatted on a 24" x 36" sheet) in **PDF** and **JPG** on CD.

5. CITY COUNCIL MEETING

City Staff will give the Council an overview and their recommendation. A representative shall be present for any questions. Presentations should be arranged with City Manager no later than Thursday prior to the meeting date.

6. AFTER THE CITY COUNCIL MEETING

The applicant shall provide the following copies **NO** later than 30 days after the City Council meeting. **Applicant** will record plats with Collin County within 30 business days and return necessary copies to the applicant.

- **One (1) Mylar** on a 24" x 36" sheet with original signatures
- **Two (2) black line prints** on a 24" X 36" sheet with original signatures
- **One (1)** electronic copy each (formatted on a 24" x 36" sheet) in **PDF** and **AutoCAD**