



DEVELOPMENT APPLICATION

FOR CITY STAFF ONLY	
PROJECT NUMBER:	_____
DATE RECEIVED:	_____
RECEIVED BY:	_____

NAME OF SUBDIVISION AND/OR PROJECT: _____

Revised September 2019

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	*	<input type="checkbox"/> Vacation of Plat	*
<input type="checkbox"/> Landscape and Irrigation Plan	*	Attach the following with Construction Plat Application: Engineering Plans General Tree Survey Traffic Impact Analysis***	
<input type="checkbox"/> Screening wall/ Fence Plan	*		
<input type="checkbox"/> Re-plat	*		
<input type="checkbox"/> Development Variance Request	*		
		TOTAL FEE SUBMITTED \$	

*** Refer to Current Fee Schedule, application is incomplete without the proper filling fee(s). ***Contact Community Development 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: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

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

Phone: (____) _____ Email Address: _____

ENGINEER / REPRESENTATIVE'S NAME: _____

Contact Person: _____ Title: _____

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

Phone: (____) _____ Email Address: _____

NOTES:

SUBMITTAL DEADLINE: SEE "DEVELOPMENT PROCESS CALENDAR"

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 & Development 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 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.

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 such documents.

DEVELOPMENT APPLICATION

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) **Notaries public commissioned for the first time on or after January 1, 2016, and notaries public renewing their commissions on or after that date must have their notary ID number on their seal of office.*

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 _____

Owner 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 _____

SUBMITTAL CHECKLIST

Applicant Initial below

City Initial Below

	Signed & Notarized Application with Original Signatures of all property owners and applicant. <i>*Notaries commissioned for the first time on or after 1/1/2016, and notaries renewing their commissions on or after that date must have their notary ID number on their seal of office.</i>	
	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 Certificate – electronic copy for most applications *final plat requires original, raised seal certificate showing a \$0.00 balance of taxes owed	
	Plans – All necessary plans for submittal should be electronically submitted via cd or flash drive. <i>No paper copies are needed unless specifically requested.</i>	
	Applicant's Summary Report which details the overall nature and scope of the proposed development including variances or special considerations requested.	

All City Applications, Checklists, Submittal Schedule, Fee Schedule, Zoning Code and Subdivision Regulations are available online at www.murphytx.org/111/Planning-Zoning.

1. SUBMITTAL PROCESS

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

Please submit an original signed application, fees, and required checklist items to the Community Development Department, 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/DocumentCenter/View/71
- 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
- **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
 - Itemization of any waivers/suspensions being sought (if any)

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 – **If an application is deemed incomplete within 9 days, it will not be accepted by the city and the applicant will resubmit according to the submittal calendar.**

Drawings

- **One (1) CD or flash drive containing all drawings (formatted on a 24x36 sheet) in PDF format in separate files. (Drawings to include site plan or concept plan, landscape plan and building elevations with materials calculation table)**
- Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the Community Development Department

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

Community Development Department

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 Development Department listing any outstanding issues and/or concerns from the following departments (as applicable):

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

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

3. PLANNING AND ZONING COMMISSION MEETING

All revisions and staff review must be complete by the Monday prior to the Planning and Zoning meeting. If there are outstanding review items, the item will be delayed until the next meeting. The agenda will be posted at City Hall for public notice and on the City's website at www.murphytx.org 72 hours prior to the meeting.

An applicant or representative shall be present to give a brief, no more than ten-minute, project overview and/or presentation. If you have any presentation needs, contact the Community Development Department 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 at the meeting.

4. AFTER THE PLANNING AND ZONING MEETING

Applicant shall submit revised drawings, if applicable, within five business days immediately following the meeting. Approved items will be placed on the next City Council Agenda in accordance with the development schedule. The submittal shall be as follows:

- **One (1)** electronic copy (formatted on a 24" x 36" sheet) in **PDF** on CD.
- **If applicable**, staff may request sets of printed plans.

5. CITY COUNCIL MEETING

City Staff will give the Council an overview of the project, and a representative shall be present for any questions. Presentations should be arranged with the Community Development Department no later than Thursday prior to the meeting date.