



# ZONING APPLICATION

FOR OFFICE USE ONLY  
 PROJECT NUMBER: \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_  
 RECEIVED BY: \_\_\_\_\_

NAME OF SUBDIVISION AND/OR PROJECT: \_\_\_\_\_

Updated September 2019

Application Type	Application Fee
____ Initial Zoning (newly annexed or Agricultural property)	_____
____ Rezoning (property currently zoned)	_____
____ Planned Development (PD) – see Zoning Ordinance for special requirements and procedures	_____
____ Specific Use Permit (SUP) – see Zoning Ordinance for special requirements and procedures	_____

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 Lot/Block)

Acreage: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_  
 (Attach a detail description of requested zoning & development standards if a PD)

**OWNER'S NAME:** \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_  
 Applicant/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ENGINEER/REPRESENTATIVE'S NAME:** \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTES:**

- **ALL APPLICATIONS MUST BE COMPLETE BEFORE THEY WILL BE REVIEWED BY STAFF OR SCHEDULED FOR P&Z AGENDA:** It is the applicant's responsibility to be familiar with, and 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 plans to be submitted, application fees, etc. [Drawings will not be returned to applicant]
- **SUBMITTALS:** Failure to submit all materials to the City with this application can result in delays scheduling the agenda date. Items to be submitted with this form:
  - **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, and building elevations) No paper copies are needed unless specifically requested.**
- **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.



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Applicant Initial Below	SUBMITTAL CHECKLIST	City Initial Below
	<p align="center"><b>Signed &amp; Notarized Application</b></p> <p align="center">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></p>	
	<p align="center"><b>Written Verification</b></p> <p align="center">Examples: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.</p>	
	<p align="center"><b>Proof of Ownership</b></p> <p align="center">(e.g., General warranty deed; Special warranty deed; Title policy; or document approved by the Community and Economic Development Director)</p>	
	<p align="center"><b>Tax Status Certificate</b> – copy. Original only needed with Final Plats</p>	
	<p align="center"><b>Drawings/Plans</b></p> <p align="center">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, and building elevations)</p>	
	<p align="center"><b>Applicant's Summary Report</b></p> <p align="center">Detail the overall nature and scope of the proposed development including variances or special considerations requested.</p>	
	<p align="center"><b>Metes and Bounds Description</b></p> <p align="center"><b>Boundary/Property Survey</b></p>	

**\*\*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 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.*

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 if different than applicant)

\_\_\_\_\_  
 (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 \_\_\_\_\_

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

## **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 the Community and Economic Development Department, 206 North Murphy Road, Murphy, Texas 75094.

### **COMPONENTS OF COMPLETE APPLICATION:**

- Completed application form. The application form is available on the Planning and Zoning website page at <https://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 if a Planned Development)
  - Proposed use of the property
  - Proposed acreage, lot sizes, lot widths, lot depths and number of lots
  - Special amenities of facilities
  - Itemization of any variances 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.**

- **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, 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

### 3. STAFF REVIEW AND COMMENTS, REVISIONS

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
- 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 to staff review. Revisions review will continue until final staff approval.

### 4. PLANNING AND ZONING COMMISSION MEETING

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

An applicant or representative shall be present at the meeting 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.

### 5. AFTER THE PLANNING AND ZONING COMMISSION MEETING

Applicant shall submit revised drawings, if applicable, within three business days immediately following the meeting. Approved items will be placed on the City Council's 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 hard copy plans as well**

### 6. CITY COUNCIL MEETING

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