



# Development Application for Nonresidential, MF, SF-A, PH, & Mixed-Use Development

Clearly type or print legibly to complete the application. Incomplete or illegible applications may not be accepted.

Subject Property Information	
Current or if unplatted, proposed subdivision name(s), block(s), & lot(s)	Gross area of parcel (to nearest tenth of acre)
Street frontage & distance to nearest cross street	Existing Zoning

**Required Items** *(check documents provided)*

**ALL development applications must provide the following in print and electronic format:**

- Completed Development Application with notarized property owner signature
- Completed Plan and Plat Checklist(s) (1 per plan/plat)
- Pre-application Meeting Notes
- Current tax statement(s) for each parcel involved

**Concept Plan/Conveyance Plat Step** *(See Fee Schedule for details)*

- Concept Plan/Revised Concept Plan (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_
- Conveyance Plat/Revised Conveyance Plat (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_

**Preliminary Site Plan Step**

- Preliminary Site Plan (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_
- General Tree Survey (**1 copy** - 24" x 36")
- Open Space Exhibit (**1 copy** - 24" x 36")
- Traffic Impact Analysis (**3 copies** - 8 1/2" x 11") Amount \$ \_\_\_\_\_

**Site Plan Step**

- Site Plan/Revised Site Plan (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_
- Preliminary Plat/Preliminary Replat (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_
- Landscape Plan/Revised Landscape Plan (**1 copy** - 24" x 36") Amount \$ \_\_\_\_\_
- Tree Preservation Plan (**1 copy** - 24" x 36")
- Facade Plan (**1 COLOR copy** - 24" x 36") Amount \$ \_\_\_\_\_
- Civil Engineering Plans (**4 bound sets w/ plat, site plan, and landscape plan included** - 24" x 36" and a PDF copy)
- Proposed Street Names (**1 copy** - 8 1/2" x 11")

**Final Plat Step**

- Final Plat/Replat (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_

**Other**

- Amending Plat/Minor Plat (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_
- Vacation of Plat (**3 copies** - 24" x 36") Amount \$ \_\_\_\_\_
- Substantially Conforming Site Plan (**1 copy** - 24" x 36") Amount \$ \_\_\_\_\_



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## Submittal Type (check one of the following)

- Pre-Submittal:** all required documents are present excluding fees. I understand that the project information presented to the City at this time is not filed, and therefore the City is not required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days. This Pre-Submittal will be changed to a Shot Clock Submittal following the receipt of written notice and payment of fees. I am requesting this of my own volition and not at the request of the City of Plano.
- Shot Clock Submittal:** all required documents are present including fees. I understand that the project information presented to the City at this time is filed and therefore, the City is required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days.

## Property Owner Information and Authorization

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Project Representation (check one):

- I will represent the application myself; OR
- I hereby designate \_\_\_\_\_ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type, representation, and landscape incentive of my own volition and not at the request of the City of Plano.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ (printed property owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

## Project Representative Information (complete if designated by owner)

Engineer  Purchaser  Tenant  Preparer  Other (specify) \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_