

Case Number:
DRC Date:
Employee:

Fee Amount:
P & Z Date:

Receipt Number:
Application Date:

**CITY OF AZLE
APPLICATION FOR PLANNING AND DEVELOPMENT**

| | | | |
|--|--|---|--|
| PLEASE PRINT | | | |
| Date of Application: | | | |
| Property Location: | | | |
| Subdivision: | Block: | Lot: | |
| Current Zoning/Use: | Requested Zoning/Use: | | |
| Please check the appropriate box below. A metes and bounds description must be attached if the request is for a portion of a platted lot or the property is not platted. | | | |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacating a Plat | |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Variance | |
| <input type="checkbox"/> Re-plat | <input type="checkbox"/> Specific Use Permit | <input type="checkbox"/> Zoning Board of Adjustment | |
| <input type="checkbox"/> Amending Plat | | | |
| If owner or applicant is a corporation or business, please list a contact name. | | | |
| PROPERTY OWNER INFORMATION | | | |
| Name: | Cell Phone: | | |
| Address: | Work Phone: | | |
| City/State/Zip: | FAX Number: | | |
| Phone: | Email: | | |
| Contact Name: | Owner Signature: | | |
| APPLICANT/DEVELOPER INFORMATION | | | |
| Name: | Cell Phone: | | |
| Address: | Work Phone: | | |
| City/State/Zip: | FAX Number: | | |
| Phone: | Email: | | |
| Contact Name: | Applicant Signature: | | |

Submittal Requirements:

An application is considered complete if all required documents are submitted. Failure to submit the required documents will delay the approval process.

Preliminary Plats

1. A completed application.
2. An approved drainage plan.
3. Seven (7) copies of the plat for staff review.
4. Upon staff approval, an additional fourteen (14) copies of the plat for Planning and Zoning review.

Final Plats and Re-plats

1. A completed application.
2. Seven (7) copies of the plat for staff review.
3. Upon staff approval, an additional fourteen (14) copies of the plat for Planning and Zoning review.
4. An original Tax Certificate.
5. Upon Planning and Zoning approval, one (1) signed mylar.

Minor and Amending Plats

1. A completed application.
2. Seven (7) copies of the plat for staff review.
3. An original Tax Certificate.
4. Upon Staff approval, one (1) signed mylar.

Zoning Changes

1. A completed application.
2. A metes and bounds description of the property.
3. Justification letter. (optional).
4. Lot boundary survey.