

# Development Application

Planning and Development Department

Case Number (STAFF ONLY): \_\_\_\_\_

Information provided on this form will be presented to the Planning and Zoning Commission and City Council where required for application approval. Incomplete applications may result in the tabling of the request by these bodies.

**Please complete both sides of this sheet.**

Please check the appropriate box to indicate the type of development request below:

- Final Plat (\$500.00 + \$20.00 Acre or Lot)<sup>1</sup>
- Preliminary Plat (\$500.00 + \$20.00 Acre or Lot)<sup>1</sup>
- Replat (\$500.00 + \$20.00 Acre or Lot)<sup>1</sup>
- Minor Subdivision Plat (\$500.00 + \$20.00 Acre or Lot)
- Amending Plat (\$300.00 + \$20.00 Acre or Lot)
- Vacating Plat (\$500.00)

**Notes:**

- Fees not to exceed \$10,500.00.

<sup>1</sup>: Requires Engineering Plans and Check List to be submitted to the Engineering Department Concurrent with Application to Planning Department. Applicants are encouraged to meet with Engineering Department Prior to Application Submittal. Applicants should also meet with a representative of the Transportation Department to determine the need for any Traffic Impact Studies or waiver of such.

- Zoning Change/Concept Plan (\$1,000.00 + \$40.00 Acre)
- Planned Development Zoning Request (\$1,000.00 + \$40.00 Acre)
- Site Plan (\$1,000.00 + \$40.00 Acre)
- Specific Use Permit/Site Plan (\$1,000.00 + \$40.00 Acre)
- Site Plan Amendment (\$1,000.00 + \$40.00 Acre CC Approval)
- Unified Signage Plan (\$300.00)<sup>2</sup>
- Administrative Site Plan (\$400.00)
- Concept Plan (\$700.00 + \$40.00 Acre)
- Fence Exception (\$400.00)
- Shared Parking Ordinance (\$300.00)
- Appeal of Planning Commission Denial (\$250.00)

<sup>2</sup>: Applicable to signs associated with new development or requests for multiple signs in the same development. Variances for individual signs in existing development must apply through Zoning Board of Adjustments.

**Date Pre-Development Conference was held** \_\_\_\_\_

(NOTE: No application will be accepted prior to a Pre-Development Conference with DRC staff)

**LOCATION**

Current Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Adjoining Streets and/or Nearest Intersection: \_\_\_\_\_

**PLAT AND SUBDIVISION DATA**

Part of Recorded Plat: \_\_\_\_\_ Metes & Bounds Attached: \_\_\_\_\_ Unplatted: \_\_\_\_\_

Proposed Subdivision Name (if new plat): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_

Total New Lots Created: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Acres Smallest Lot Size: \_\_\_\_\_ Square Feet Largest Lot Size: \_\_\_\_\_ Square Feet

Existing Subdivision Name (or Abstract): \_\_\_\_\_ Volume/Cabinet: \_\_\_\_\_ Page/Slide: \_\_\_\_\_

**ZONING AND LAND USE DATA**

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_ Proposed Zoning (if Different): \_\_\_\_\_

Proposed Building Type: \_\_\_\_\_ Proposed Land Use (Required for Zoning Requests): \_\_\_\_\_

Average Lot Size Proposed: \_\_\_\_\_ Square Feet Average Lot Width Proposed: \_\_\_\_\_ Feet Average Lot Depth Proposed: \_\_\_\_\_ Feet

**Applicant/Owner/Agent Information** (CHECK THE KEY CONTACT/ORIGINAL SIGNATURES ARE REQUIRED)

Owner(s): \_\_\_\_\_  Applicant(s): \_\_\_\_\_  Consultant: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Owner

Signature of Applicant

Signature of Technical Consultant

Name Printed or Typed

Name Printed or Typed

Name Printed or Typed

NOTE: If represented by person(s) other than the owner, sign and notarize "Agent Authorization" on Page Two of this application. Otherwise application will be rejected.



# Development Application

Case Number (STAFF ONLY): \_\_\_\_\_

## = Agent Authorization =

In lieu or representing this request myself as owner of the subject property, I hereby authorize the person designated as agent above to act in the capacity as my agent for the application, processing, representation and/or presentation of this request. The designated agent shall be the principle contact person with the City (and vice versa) in processing and responding to requirements, information, and/ or issues relative to this case. I also understand that it is necessary for me or my authorized agent to be present at all Public Hearings. In addition, I hereby accept the responsibility of placing the required number of official public notice sign(s) on the subject property, **not less than ten (10) days prior to the Planning and Zoning Commission Public Hearing**; and further, to maintain said signs in full public view, for such time that the application is under consideration. I understand failure to place the signs in accordance with the notification requirements of the City of Grand Prairie as required by Section 1.11.5.6 of the Unified Development Code will void the application.

\_\_\_\_\_  
*Signature of Owner or Applicant*

\_\_\_\_\_  
*Name Printed or Typed*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of Owner or Applicant*

\_\_\_\_\_  
*Name Printed or Typed*

\_\_\_\_\_  
Date

## = Notary Statement =

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ (*Owner's Name*) and \_\_\_\_\_ (*Agent's Name*) known to me to be the persons whose names are subscribed to the above and forgoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
*Notary Public in and for the State of Texas*

## For Office Use Only =

Case Number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ . \_\_\_\_\_

DRC Date: \_\_\_\_\_

P & Z Date: \_\_\_\_\_

City Council Date: \_\_\_\_\_

# Application Submittal Requirements

The following and the attached documents will provide the **minimum** information required to make an initial submittal as well as case procedures, important case dates, sign posting recommendations, and the platting and site plan checklists. Please be aware that the following are only **minimum** requirements and *the Planning Department staff may require more materials, information, and/or procedures*. For a full list of requirements and a detailed description of the development process, please visit our website at [www.gptx.org](http://www.gptx.org).

## For All Plat Types

### Initial Submittal:

- Application and Application Fee
- Ten (10) copies of the plat, at the required size of 24" x 36" sheet folded and collated to 9" x 12" *Tri-Fold* with the project title or identifier facing out meeting the specifications prescribed in Article 12, "Platting," of the Unified Development Code (*Thirty [30] copies will be required for Extra Territorial Jurisdiction [ETJ] plats located in Ellis County*)
- Current tax certificates showing no delinquent or due taxes.
- One (1) complete set of Engineering Plans, including water, sewer, drainage and grading (ENGINEERING CHECKLIST REQUIRED).
- .PDF of the plat on a USB flash drive or CD.

## For All Site Plans and Specific Use Permits:

### Initial Submittal:

- Application and Application Fee.
- Ten (10) copies of each project element (i.e. dimensional control plan, landscape plan, building elevations, etc.) at the required size of 24"X36", drawn to an appropriate engineering scale, folded and collated to 9"X 12" with the project title or identifier facing out meeting specifications prescribed in Article 16, "Site Plan Approval" of the Unified Development Code.
- A metes and bounds description and survey if land is currently unplatted. If the property is platted, a copy of the plat or legal description may be submitted.
- [*Specific Use Permits Only*] Operational Plan (see staff for an example operational plan).
- Current tax certificates showing no delinquent or due taxes.
- .PDF of each project element, metes and bounds description, and operational plan (for Specific Use Permits) on a USB flash drive or CD.

## For Zoning Cases:

### Initial Submittal:

- Application and Application Fee.
- A metes and bounds description and survey if land is currently unplatted. If the property is platted, a copy of the plat or legal description may be submitted.
- Ten (10) copies of the concept plan and/or plat, at the required size of 24"X36", drawn to an appropriate engineering scale, folded and collated to 9"X12" with the project title facing out.
- Current tax certificates showing no delinquent or due taxes.
- .PDF of the concept plan and/or plat and metes and bounds description on a USB flash drive or CD.

**IT IS VITALLY IMPORTANT TO YOU AS AN APPLICANT TO RETURN A FULLY COMPLETED APPLICATION PACKAGE. WITHOUT A COMPLETE APPLICATION ON FILE, THE CASE CANNOT BE PROCESSED AND WILL NOT BE PLACED ON A PUBLIC HEARING AGENDA.**

## PROCEDURES FOR A DEVELOPMENT CASE

(Reference [www.gptx.org](http://www.gptx.org))

### PRE-APPLICATION CONFERENCE:

To ensure the efficient use of staff time at Development Review Committee meetings, each applicant is required to schedule and attend a Pre-Application Conference with DRC staff prior to submitting an application. If an application is submitted without the applicant having scheduled a Pre-Application Conference, the application will be stamped incomplete and will not be processed until a conference is held. A meeting may be scheduled for any day that staff is available prior to the application deadline.

### APPLICATION DEADLINE:

The deadline for filing an application is 4:00 p.m. on the date indicated on the Application Submittal Deadline Calendar prepared by the Planning Division.

The deadline for submitting all final revisions to the Planning Division of the Development Services Department is 5:00 p.m. on the on the date indicated on the Application Submittal Deadline Calendar prepared by the Planning Division.

### ENGINEERING CHECKLIST:

Preliminary Plats, Final Plats, and certain Replats may require a full set of engineering plans be submitted to the Engineering Department to run concurrently with the application to the Planning Department. As part of a plat submittal requiring engineering plans, the Engineering Department requires a completed copy of the Engineering Checklist submitted simultaneously with the engineering plans. A copy of the Engineering Checklist can be found on the City of Grand Prairie website ([www.gptx.org](http://www.gptx.org)).

### APPLICATION REVIEW:

The Development Review Committee (DRC), comprised of representatives from City departments, meets twice a month on Tuesday to review the application filed for consideration. The Planning case manager will contact the owner/applicant or designated agent and advise him or her of the comments generated at each meeting as well as the dates required for submission and any follow-up meetings that may be necessary.

**All outstanding DRC comments must be resolved prior to placement of the application on a public hearing agenda.**

### APPLICATION WITHDRAWAL:

Any request for withdrawal of an application must be submitted in writing to the Director of Planning and Development. Once a request for a development service has been advertised and notifications of the public hearing mailed, such request must be placed on a public hearing agenda whereby the appropriate body will consider and act on the request for withdrawal of the application.

**Refunding of application fees cannot be made after the Planning Division has published public notices regarding the case.**

### NOTIFICATION OF PROPERTY OWNERS:

Written notice of the public hearing before the Planning and Zoning Commission and City Council for a request for Zoning, Special Use Permit, and certain Site Plans will be sent to all owners of real property lying within three hundred (300) feet of the property upon which the development service is requested, as measured from the subject property exclusive of streets and public rights-of-ways. This notice will be given not less than ten (10) days before the public hearing to such property owners as the ownership appears on the first approved City tax roll [Unified Development Code, Subsection 1.11.5.2].

### PROTEST OF ZONING:

In the case of a zoning change, if a protest against the application has been filed with the City, duly signed and acknowledged by the owners of twenty (20) per cent or more of the property lying within two hundred (200) feet of the property upon which the zoning or replat is proposed, a supermajority (3/4) vote of the members of the City Council is required to approve the request [Article 10 11 e, Tex. Rev. Civ. Stat. Ann.).

## **NOTIFICATION SIGNS:**

The City will provide to the applicant Notice of Public Hearing signs no later than ten (10) days prior to the first scheduled public hearing. The applicant assumes full responsibility for the placement of signs on the property **not less than ten (10) days prior to the Planning and Zoning Commission public hearing**. Signs shall be posted in a manner that ensures legibility of the sign for the duration of the notification period. **Failure to place the signs on the property or maintain them in a legible manner will be considered a violation of the notification requirements and result in tabling of the application or possible voiding of approval.**

Signs shall be placed at locations prescribed by the Department of Planning and Development at intervals of not less than two hundred (200) feet between signs.

Recommendations for posting the notifications signs are attached hereto, and should be utilized to the extent practicable. Signs erected without some type of rigid backing for support may tend to curl when exposed to wind and rain. Signs which fall down or become illegible will constitute a violation of the notification requirements, and hence delay placement of the case on a public hearing agenda. If practical, applicant is requested to return the signs to the Planning Division no later than ten (10) days following the final action taken on the case.

## **PUBLIC HEARINGS: (For Zoning Changes and Site Plans)**

The Planning and Zoning Commission, Development review Committee (DRC) and City Council meet according to the *Application Submittal Deadline Calendar* as published by the Department of Planning and Development.

The Planning and Zoning Commission will conduct a public hearing and subsequently make a recommendation of approval or denial to the City Council. Zoning change requests and Site Plans are, under normal circumstances, considered by the City Council one to two weeks after the Planning and Zoning Commission public hearing.

## **DENIAL OF REQUEST:**

In the event that the Planning and Zoning Commission denies the Development Service request by 6 or more negative votes, the applicant may appeal the decision to the City Council by filing an appeal in writing to the Department of Planning and Development within ten (10) days after the recommendation of denial by the Planning and Zoning Commission. The fee for filing a request for City Council consideration after the Planning and Zoning Commission has recommended denial is \$125.00.

If no such request is filed, the recommendation of denial by the Planning and Zoning Commission shall be considered final, shall not be considered by the City Council, and shall be considered a denial without prejudice [Unified Development Code, Subsection 1.11.6.4(c)].

In the event that the requested amendment is denied by the City Council, **no other application pertaining to a change in zoning, or Specific Use Permit as the case may be, on the same lot or tract of land or any part thereof may be resubmitted for consideration for a period of one year after the date of its denial by the City Council**. However, the City Council may deny the application without prejudice against the re-filing of an application for a change in zoning, or Specific Use Permit, to a classification other than that contained in the original application [Unified Development Code, Subsection 1.11.6.4(d)].

## **APPLICATION PRESENTATIONS:**

At the applicable public hearing, an applicant shall have opportunity to make a formal presentation of the project proposal. The use of digital slides such as PowerPoint is the preferred means of visual aid for project presentations.

## **ADDITIONAL INFORMATION SUBMITTED:**

Only that information which has been presented by the applicant at the Planning and Zoning Commission public hearing will be presented to the City Council at its scheduled public hearing. Any additional information presented to the City Council which has not been previously submitted to and reviewed by the Planning and Zoning Commission may be referred by the City Council back to the Planning and Zoning Commission. This procedure will cause a delay of any final action on the request by the City Council.



## Final Plat, Replat, Minor Subdivision and Amending Plat Checklist

Case Number: _____	√ = OK □ = Deficient	N/A	Comments
Case Number	<input type="checkbox"/>	<input type="checkbox"/>	The case number will be provided by staff.
Sheet Size	<input type="checkbox"/>	<input type="checkbox"/>	A sheet size of 24" x 36" is required.
Engineering Plans & Checklist	<input type="checkbox"/>	<input type="checkbox"/>	Initial Submittal: Water, Sewer, Paving and Drainage ( <b>ENGINEERING CHECKLIST IS REQUIRED</b> )
<b>Title Block:</b>			
Type of Plat			✓ Provide the title block information in the lower right hand corner.
Subdivision Name			✓ All Final Plats, Minor Subdivision Plats, and Amending Plats should bear the words "Final Plat"
Lot / Block Designation	<input type="checkbox"/>	<input type="checkbox"/>	✓ Replats should bear the words "Final Plat Being a Replat of..."
Number of Lots			
Total Acreage			
City, State, County			
Owner, Developer, and Engineer (Name/Address/Phone Number)	<input type="checkbox"/>	<input type="checkbox"/>	
Standard Plat Wording / Dedication Language	<input type="checkbox"/>	<input type="checkbox"/>	Use the standard plat wording approved by the city [Section 13, Article 12, "Platting," of the Unified Development Code].
Seal / Signature	<input type="checkbox"/>	<input type="checkbox"/>	Required to have the seal and signature of surveyor and/or engineer preparing the Plat.
North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	
Numeric and Graphic Scale	<input type="checkbox"/>	<input type="checkbox"/>	Plats should be drawn to an Engineering Scale of 1"=50', 1"=100', etc...
Building Lines	<input type="checkbox"/>	<input type="checkbox"/>	Label the building lines where adjacent to a street.
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	A Vicinity Map should show site relative to immediate surroundings.
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	Place the Legal Description (Metes and Bounds Description / Field Notes) in the Upper Right Hand Corner.
Street Names	<input type="checkbox"/>	<input type="checkbox"/>	All street names must be approved by the Fire Department.
Zoning With Disclaimer	<input type="checkbox"/>	<input type="checkbox"/>	Use the following standard city wording for disclaimer of existing zoning: "Zoning classifications indicated on this plat reflect the zoning in place at the time this plat was approved and does not represent a vested right to the zoning indicated."
Setbacks With Disclaimer	<input type="checkbox"/>	<input type="checkbox"/>	Use the following standard city wording for disclaimer of setbacks: "Existing or future minimum set-backs established by City Ordinance shall take precedence over building lines indicated on this plat."
Lot (Width, Depth and Area)	<input type="checkbox"/>	<input type="checkbox"/>	Designation of Square Footage of all lots not rectangular in shape.
Adjacent Property Owners	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all adjacent property owners and / or all adjacent subdivision information.
Acreage and Square Footage of Each Lot	<input type="checkbox"/>	<input type="checkbox"/>	
Easements	<input type="checkbox"/>	<input type="checkbox"/>	Label all easements relative to the site and include the type and width.
Corner Clips	<input type="checkbox"/>	<input type="checkbox"/>	Corner clips are required at all intersections.
Property Lines	<input type="checkbox"/>	<input type="checkbox"/>	Provide all the existing and platted property lines.
Adjacent Streets	<input type="checkbox"/>	<input type="checkbox"/>	Show streets with centerline and right-of-way.
Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>	Show any proposed right-of-way dedication.
Perimeter	<input type="checkbox"/>	<input type="checkbox"/>	A fee will be assessed on unimproved perimeter streets.
Block Length and Cul-de-sacs	<input type="checkbox"/>	<input type="checkbox"/>	Blocks should not be longer than 500' and cul-de-sacs should not be longer than 600'.
Temp. Turnarounds	<input type="checkbox"/>	<input type="checkbox"/>	Is required where street dead ends and is not longer than 15'.
Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	A 4' or 6' sidewalk is required along both sides of all streets.
Street Marker Fees	<input type="checkbox"/>	<input type="checkbox"/>	A \$250.00 fee is required per intersection prior to the filing of a plat.
Street Trees and Screening	<input type="checkbox"/>	<input type="checkbox"/>	Are required along all arterials and collectors.
Topographical Contours	<input type="checkbox"/>	<input type="checkbox"/>	Topography by contours at intervals are required as a part of the initial submittal for minor subdivision plats (delete for the final submittal).
Flood Elevations	<input type="checkbox"/>	<input type="checkbox"/>	Show 100-Year floodplain and floodway boundaries.
Developer Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Only when applicable; Council must approve prior to the filing of the plat.
<b>Final Signatures and Seals:</b>			
Owners	<input type="checkbox"/>	<input type="checkbox"/>	Seals must be on the final submittal or the plat will not be able to be filed.
Surveyors	<input type="checkbox"/>	<input type="checkbox"/>	
Notary	<input type="checkbox"/>	<input type="checkbox"/>	

## Requirements for Posting of Signs on Property

(Article 1, "General Procedures", of the Unified Development Code)

### 1.11.5.6 Posting of Signs on Property

- A. Where a zoning change or map amendment is requested for a piece of property, the applicant for such request shall erect signs, provided by the City, which provide notification and information concerning the proposed change or amendment on the subject property.
- B. Signs must be erected along the property's entire street frontage so as to be clearly visible from the street.
- C. A minimum of two (2) signs shall be placed at approximately equal intervals along each street frontage if the frontage is less than 400 feet.
- D. A minimum of three (3) signs shall be placed at approximately equal intervals along each street frontage if the frontage is four hundred (400) feet or more.
- E. Additional signs shall be placed at the direction of the Director of Planning or designee.
- F. It shall be the responsibility of the applicant to post the signs on the property not less than ten (10) calendar days prior to the date set for the public hearing before the Planning and Zoning Commission.
- G. The signs must be maintained and shall remain erected on the property until final action is taken on the request by either the Planning and Zoning Commission or the City Council.
- H. Within ten (10) calendar days after the final action on the request by either the Planning and Zoning Commission or the City Council, the signs shall be removed by the applicant.
- I. Failure to post and maintain the signs on the property by the applicant as prescribed in Subsections 20.5.6(F) and 20.5.6(G) in this Section shall result in the application becoming void, whereupon the applicant shall be required to file a new application and pay the filing fees as if no application had ever been filed.

### 1.11.5.7 Public Hearing Postponement, Recess, and Continuations

- A. A public hearing for which notice has been given may be postponed by announcing the postponement at or after the time and place the hearing is scheduled to begin.
- B. A public hearing may be recessed and continued any time after the hearing has commenced.
- C. If a postponement or continuance of a public hearing is to a specific date and time no later than 60 days from the first or most recent hearing, the announcement of the postponement or continuance at the public hearing in which the applications has been postponed or continued by the Planning and Zoning Commission shall be sufficient notice and no additional notice is required.
- D. Postponed or continued public hearings shall be presumed to be held in the same location, unless a different location for the hearing is announced at the time of the postponement or continuance.

***Initial Submittal***

All site plans shall be submitted for review by the Development Review Committee (DRC). For the initial project submission, the applicant shall be responsible for providing the following:

Black line copies of each project element (i.e. dimensional control plan, landscape plan, building elevations, etc.) at the required size of 24" x 36"; drawn to an appropriate engineering scale; folded to 9" x 12" with the project title or identifier facing out; and indicating, at a minimum, the information as identified in Article 16 "Site Plan Approval," Section 7 "Site Plan Content" [available on at <http://www.gptx.org>].

***A Site Plan Shall Include:***

- Sheet Size of 24" x 36"
- North Arrow Shown
- Appropriate Engineering Scale (Maximum of 1" = 100')
- Date of Submission
- Vicinity Map
- Name, Address, Telephone Number of Owner of Land and Developer

***Site Development Data:***

- Site Acreage Indicated
- Acreage of Each Land Use
- Residential Density Indicated
- Location of Zoning Districts
- Exterior Masonry Content
- Paving Detail
- Percentage of Site Landscaping
- Screening Detail
- Surrounding Land Uses Shown
- Location of 100 Year Floodplain & Floodway
- Number of Acres Within 100 Year Floodplain Indicated
- Dimensions & Locations of Perimeter Property Lines Shown

***Location of:***

- Proposed Building Shown
- Points of Ingress/Egress
- Existing & Proposed Street
- Sidewalks Shown

## Optional Site Plan and Plat Approval Procedure

*Texas law requires that Site Plans and Plats be approved, approved with conditions, or denied for specific reasons by the Planning and Zoning Commission within 30 days of filing. Otherwise, the application is considered approved.*

To fulfill this deadline, the Development Review Committee will review a Site Plan or Plat application a single time after filing and then forward comments to the Planning and Zoning Commission along with a recommendation to approve, approve with conditions, or deny. Under this process, an applicant is not guaranteed an opportunity to respond to comments or to make revisions prior to P&Z action. A denial of 6 or more votes by P&Z is considered final unless appealed.

Check here to select the 30 day process

**Alternative Process:** Staff will accept the application at the posted deadline and review at the scheduled meetings of the Development Review Committee. DRC will forward the application to Planning and Zoning Commission once staff and the applicant agree on all changes and criteria for approval. The 30 day deadline is waived under this scenario.

Check here to select the alternative DRC process

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Printed name of Owner or Applicant (if selecting alternative process)

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Signature