

# APPLICATION FORM

APPLICATION FOR: \_\_\_\_\_

**PLANNING & ZONING COMMISSION**

Service Center  
16801 Westgrove Drive  
Addison, TX 75001

DATE: \_\_\_\_\_  
CASE FILE: \_\_\_\_\_

APPLICATION

**NOTICE TO APPLICANT**

A COMPLETE APPLICATION for zoning action with the Town of Addison must consist of:

- The application form, properly filled out and signed by the applicant and the property owner and/or their assigned representatives.
- All required plans in detail as described in this application form, and
- A metes and bounds legal description of the property.
- The appropriate filing fee.

APPLICANT INFORMATION

1. NAME: \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

3. FIRM: \_\_\_\_\_  
\_\_\_\_\_

4. OWNER OF PROPERTY AND ADDRESS IF DIFFERENT FROM APPLICANT:  
\_\_\_\_\_  
\_\_\_\_\_

5. REPRESENTATIVE (if any) TO WHOM CORRESPONDENCE SHOULD BE DIRECTED:

NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DESCRIPTION OF PROPERTY

6. GENERAL LOCATION OR ADDRESS: \_\_\_\_\_

7. LAND AREA (in sq. ft. or acres): \_\_\_\_\_

ZONING

- 8. EXISTING ZONING: \_\_\_\_\_
- 9. PROPOSED ZONING: \_\_\_\_\_
- 10. WHAT IS PLANNED FOR PROPERTY AFTER REZONING:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLANS  
REQUIRED  
FOR  
APPLICATION

- 11. FOR ZONING CHANGES AND/OR PLANNED DEVELOPMENT DISTRICTS:  
Eighteen (18) copies of the proposed site plan, landscaping plan, floor plans and elevations.
- 12. FOR SPECIAL USE PERMITS (S.U.P.): Eighteen (18) copies of the proposed site plan, landscaping plan, floor plan, and elevations.
- 13. FOR VARIANCES: Eighteen (18) copies of the appropriate plan indicating the exact nature of the variance.
- 14. \*\*\*\* ALL REQUIRED PLANS MUST BE SUBMITTED AT TIME OF APPLICATION.  
8 1/2" x 11" REDUCTIONS OF EACH SHEET MUST ALSO BE SUBMITTED.

FEES

15. THE APPROPRIATE FEE MUST ACCOMPANY THE APPLICATION.

<b>ZONING:</b>	
Less than one acre.....	\$250.00
One acre but less than five acres.....	\$450.00
Five acres or more.....	\$750.00
 SPECIAL USE PERMIT.....	 \$650.00
VARIANCE.....	\$ 50.00

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE  
OF PROPERTY  
OWNER AND  
APPLICANT

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
PROPERTY OWNER

PAID \_\_\_\_\_  
DATE \_\_\_\_\_ CK# \_\_\_\_\_

RECEIPT # \_\_\_\_\_