



Application for **Universal Permit**

Type of Application (Please Check One)

	Plats		Other
<input type="checkbox"/>	Preliminary	<input type="checkbox"/>	Zoning Change
<input type="checkbox"/>	Final	<input type="checkbox"/>	Technical Site Plan
<input type="checkbox"/>	Replat	<input type="checkbox"/>	Misc Development
<input type="checkbox"/>	Amending	<input type="checkbox"/>	Other

Applicant Information

<input type="checkbox"/>	Current Land Owner/Applicant	<input type="checkbox"/>	Agent of Owner
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Land Owner Name: _____ Signature: _____

Applicant Name: _____ Signature: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Project Information

Proposed Project Name: _____

Location: _____

Existing Zoning: _____

Proposed Zoning: _____

Subdivision/Survey Name: _____

Block/Abstract No.: _____ Lot/Tract No: _____

Acreage: _____ Number of lots created: _____

Application Approved by: _____ Date: _____



Application for Universal Permit

Application Explanation

Explanation and Description of Request or Project: _____

Before preparing an application, the applicant should consult with the Town Secretary to discuss any additional requirements. The following list of submission requirements should be used by the applicant as a guide in preparing a complete application and will be used by the Town Secretary to ensure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Planning and Zoning Commission and/or Town Council meeting.

(Zoning Change) Application submission needs to be filed with the Town Secretary at least sixty (60) consecutive days before the next available meeting of the Planning and Zoning Commission at which the request is to be considered.

1. Completed application signed by property owner
2. Legal Description and plat of the subject site. Two (2) copies of field note description typed and attached on a separate sheet (plain bond paper) or the subdivision name with lot and block number.
3. A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Filing Fee, Application Fee, and Review Fee
5. Names and Addresses of legal property owners within 200 feet of property and the property ID numbers.
6. Stamped addressed envelopes of the property owners within 200 feet.

(Preliminary Plats) Application submission needs to be filed with the Town Secretary at least twenty (20) consecutive days before the next available meeting of the Planning and Zoning Commission at which the request is to be considered.

1. Completed application signed by property owner
2. Submit two 11 x 17 reduction and two 1" - 200' scale copy of preliminary plat
3. Submit four full size prints of the preliminary water & sanitary sewer plan and drainage study
4. Filing Fee, Application Fee and/or Review Fee



Application for **Universal Permit**

(Final Plats or Replats) Application submission needs to be filed with the Town Secretary at least twenty (20) consecutive days before the next available meeting of the Planning and Zoning Commission at which the request is to be considered.

1. Completed application signed by property owner
2. Copies of all proposed final plats must be sent to utility companies to determine if additional easements are required
3. Right-of-way for streets shall be dedicated on all parts in accordance with Thoroughfare Plan
4. Easements shall be dedicated
5. Submit two 11x17 reduction and two 1" - 200' scale copy of the plat and three copies of the construction plans & specifications, water & sanitary sewer plans, street plans, storm drainage plans, drainage study and required final plat drawings
6. Submit certificates from Town, School District and County Tax Collector confirming all taxes on the land being platted are paid to the current year
7. Filing Fee, Application Fee and/or Review Fee

(Amended Plats) Application submission needs to be filed with the Town Secretary at least twenty (20) consecutive days before the next available meeting of the Town Council at which the request is to be considered.

1. Completed application signed by property owner
2. Submit two 11 x 17 reduction and two 1" - 200' scale copy of final plat
3. Filing Fee, Application Fee and/or Review Fee

(All Other Types of Applications) Please contact Development Services and/or Permit Department for information and requirements regarding all other types of applications.

For Office Use Only			
Review Fee:	Date:	Amount:	CK #:
Receipt #:	Received by:		
Application Fee:	Date:	Amount:	CK #:
Receipt #:	Received by:		