



Project # _____

Development Application

Date of Pre-Application Conference: _____

Name of Subdivision or Project: _____

Application Type

- | | |
|---|--|
| ☐ Concept Plan | ☐ Preliminary Plat (Complete Checklist) |
| ☐ Subdivision Const. Plan Review | ☐ Final Plat (Complete Checklist) |
| ☐ Amended/Minor Plat | ☐ Replat |
| ☐ Development Plat | ☐ Specific Use Permit |
| ☐ Zoning | ☐ Conditional Use |
| ☐ Annexation | ☐ Board of Adjustment |

Fees:

A retainer of \$1,000.00 (unless otherwise agreed upon per Accepted Development Agreement) is required with application submittal. The City of Josephine and the City Engineer will review the plans and all expenses will be billed out as they are incurred. Once the project is completed, we will reconcile the final billed expenses with the retainer fee collected and any remainder will be refunded.

The retainer fee of \$1,000.00 (or otherwise agreed upon \$ _____), to be paid to the City of Josephine is enclosed with this application.

Physical Location of Property: _____
[Address and General Location – approximate distance to nearest existing street corner]

Brief Legal Description of Property (must also attach accurate metes and bounds description):

[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]

Acreage: _____ Existing Zoning: _____ Requested Zoning: _____
[Attach a detailed description of requested zoning & development standards if a PD]

Total Number of Lots, by Type: _____

Proposed Use of Property: _____



City of Josephine
P.O. Box 99
201 Main Street Josephine, Texas 75164
972-843-8282

Owner's Name: _____ Phone Number: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

Engineer/Representative Name: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Street/Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email Address: _____

It is the applicant's responsibility to be familiar with, and comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. Incomplete submittals will not be accepted.

SUBMISSIONS. Submit **one (1) FOLDED** copies of Plans and Surveys 24"x36" Prints [1"=100' scale] + **one (1) 11"x17"**, **one (1) PDF** file to the City Secretary with the submittal.

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.



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By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance
With Section 212 of the Texas Local Government Code.

Signature: _____
(Letter of authorization required if signature is other than property owner)

Print or Type Name: _____

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the
Capacity therein stated. Given under my hand and seal of office on this _____ day of _____, 20____

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

Notary Public in and for the State of Texas: _____

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires
all Original Signatures. If applicant is other than the property owner, a "Power of Attorney" with original, notarized signatures
are required. (Notaries are available upon submittal)

STATE OF TEXAS)(
COUNTY OF COLLIN/HUNT)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant,
who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner,
(proof attached) for the purposes of this application that all information submitted herein is true and correct. I
understand that submitting this application does not constitute approval, and incomplete applications will result in
delays and possible denial."

****Owner / Agent (circle one)**

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

Notary Public in and for the State of Texas: _____

<u>Applicant</u>	<u>Submittal Check List</u>	<u>City Use</u>
Initial Below		Initial Below
_____	Application: Signed and Notarized Application with Original Signatures of all property owners and applicant	_____
_____	Written Verification such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	_____
_____	Proof of Ownership (e.g. General warranty deed; Special warranty deed; Title policy, or document approved by the City Planner)	_____
_____	Required Exhibits	_____
_____	Metes and Bounds Description	_____
_____	Boundary/Property Survey	_____
_____	Folded sets of drawings/plans one (1) 24"x36" and one (1) 11"x17", one (1) PDF file	_____



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