City of O Check box to indicate application		Community Deve	lopment – Unive Incomplete app	rsal A	pplicatio	n d
Annexation Petition		Gas Well Development Plat		Special Us		<u>u</u>
Amending Plat	_	Plat Extension-Final or Prelimin	—	•	on Variance	
Comprehensive Plan Amendment		Preliminary Plat		Zoning Ch		
Conveyance Instrument		Replat			riance (ZBA)	
Design Standards Variance		ROW Use Agreement		Vacation		
Final Plat		ROW Abandonment/ Closing		Other		
Application Requirements: Signed app				orded Deed	or current tax	
statements), required # of plats / plan	, .	•				
PROJECT INFORMATION:	Residential Commercial Is this property platted? Yes No If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor					
Project Name:						
Project Address (Location):(LOT. BI		ON OR SURVEY WITH METES & I)
Parent Project Name/Number					,	
Description of Project:						
Please state the identity of any individu	al(s), or other enti	ties that presently hold a lien up	on the real estate which is the s	subject of th	nis request:	
Lien holder/mortgagee must also sign p	lat for filing of re	cord				
Existing Use:	Existing Zoning	# of	Existing Lots:	Lots:# of Existing Units:		
Proposed Use:	Proposed Zoning:# of Proposed LotsProposed Units:		its:	_		
		Disc	· · · · · · · · · · · · · · · · · · ·		Angling (Co	
APPLICANT INFORMATION:			se circle your preferred method			
			Email			_
Address		Phone	Fax	Fax		
		Zip	Zip			
Property Owner			Fmail			
· · · ·	EmailFax			_ City		
Address			FdX	Fax		
		itate	Zip			—
Key Contact/Company			Email			
Address	Phone			Fax		
		Zip	Zip			
(MUST BE SIGNED FOR ALL APPLICATIO	NS) - Latter of a	therization required if signature	a is other then property, owner	and a		
letter of authorization is required from	lienholder/mortg	agee, if applicable.				
I hereby certify that I am the owner of to of said property; and that I am authorize					For Departme	ntal lisa
is true and correct.			to the best of my knowledge a	lu better,	Only	intui Ose
SIGNATURE OF PROPERTY OWNER		SIGNATURE OF LIEN		-	Case#:	
PLAT WAIVER (MUST BE SIGNED FOR AL		HOLDER		Project Mgr:		
					Total Fee(s):	
SIGNATURE OF PROPERTY OWNER SIGNATURE OF LIEN HOLDER Known to me to be the person(s) whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposed and consideration expressed and in the capacity therein stated. Given under my hand SIGNATURE OF LIEN HOLDER					Payment:	
					Submittal Date	e:
					Accepted By:	
Notary Public						

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first Tuesday of each month, while Council meets on the 3^{rd} Thursday of each month.

When should I apply?

By law, your application <u>may</u> require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Overton".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Overton's Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

• Application	Yes	No	To Be Completed by Staff Accepting Application	
• Fee Paid	Yes	No	Key Dates	
• Survey Provided # of Copies	Yes	No	On P&Z Agenda:	
			On Council Agenda:	
			Newspaper Publication Dates:	
• Plans Provided	Yes	No		
		110		
u og correa				
• Application	Yes	No	· ·	
Accepted			Recommendations and Decisions	
			Staff:	
			CC:	
 Plans Provided # of Copies Application 	Yes Yes	No No	Newspaper Publication Dates: P&Z: CC: Property Owner Notification Date <i>Recommendations and Decisions</i> Staff: P&Z:	