



City of McLendon-Chisholm  
1371 West FM 550 - McLendon-Chisholm, Texas 75032  
TEL: (972)524-2077 FAX: (972)524-9128

**ZONING CHANGE APPLICATION**

Date of Application: \_\_\_\_\_ Receipt # \_\_\_\_\_

**Fee:** \$600 per lot + \$10 per acre (acreage rounded to the next whole acre) + ALL consultant Costs. Consultant costs includes City Planner, City Engineer, Legal Fees and any other outside consultant costs incurred by the City.

Address and/or Location of Request:

\_\_\_\_\_

Property Legal Description:  
\_\_\_\_\_

County Parcel ID: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Status of Applicant: Owner \_\_\_ or Authorized Agent \_\_\_

Applicant's Address:  
\_\_\_\_\_

Owner's Address: \_\_\_\_\_

I certify that I am the owner of the property described in this petition/application and \_\_\_\_\_ is the authorized agent to file this application on my behalf.

Signature of Owner:  
\_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant:  
\_\_\_\_\_ Date \_\_\_\_\_

**Development Fees**

The City recognizes that professional guidance is necessary when undertaking any land use project including platting, zoning or Board of Adjustment applications. Therefore, the City will provide a one-hour or 2 one-half hour complimentary professional consultation with the City Planner and/or City Engineer. These complimentary consultation(s) will be arranged by City Staff. Limit of one complimentary consultation per property.

The applicant must pay the actual fee (very small & simple projects) or deposit the estimated fee with the City prior to the consultants beginning work on their application. Should the actual consultant cost exceed the estimate, the applicant will be required to deposit additional monies with the City before work on their application continues. Unused deposit monies will be refunded to applicant within 60 days of project conclusion.

**ALL Consulting Costs** - Includes City Planning, City Engineer, Legal Fees and any other outside Consultant costs incurred by the City. All outstanding fees must be paid by the applicant prior to their application being placed on the agenda of the Planning & Zoning Commission, City Council or BOA, nor will building permits be issued with fees outstanding.

I hereby certify that I am the owner, or duly authorized agent of the owner, for the purpose of this application. All information submitted herein is true and correct and the application fee of \$\_\_\_\_\_ to cover the cost of this application, has been paid to the City of McLendon-Chisholm on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Further, I hereby certify that I understand and agree to the development and consulting fees and costs as stated above and agree to pay all outstanding fees and costs to the City prior to the application being placed on the agenda for consideration by the Planning & Zoning Commission and/or City Council.

Signature of Applicant (Owner/Authorized Agent): \_\_\_\_\_

City Secretary: \_\_\_\_\_

(Seal)

## **CHECKLIST FOR ZONING CHANGE APPLICANT**

The following items must be submitted along with the completed application before processing and scheduling.

1. Completed Application
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) and 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 of \$600.00 for the requested change of property + 10 per acre + ALL consultant costs.
5. Names and Addresses of Legal Property Owners within 200 feet of property. (The City will need to send these out 11 Days or more giving notice of the Public Hearing)
6. If not the owner of the property, have a letter from the owner stating that the applicant is authorized to file the application.
7. Post signs of Proposed Zoning Change at the property site. (City)