

City of Copperas Cove Development Application

Adopted: 08-18-2020

(Incomplete applications cannot be accepted)

- | | | |
|---|--|---|
| <input type="checkbox"/> Plat – Dedication | <input type="checkbox"/> Plat – Abandon/Vacate of ROW | <input type="checkbox"/> Basic Zoning Verification |
| <input type="checkbox"/> Plat – Minor Administrative Plat | <input type="checkbox"/> Future Land Use Plan (FLUP) Amendment | <input type="checkbox"/> Custom Zoning Verification |
| <input type="checkbox"/> Plat – Minor P&Z Commission Plat | <input type="checkbox"/> Rezone | <input type="checkbox"/> Street Map AutoCAD File |
| <input type="checkbox"/> Plat – Minor Replat | <input type="checkbox"/> Variance | <input type="checkbox"/> Conditional Use Permit (CUP) |
| <input type="checkbox"/> Plat – Minor Amended Plat | <input type="checkbox"/> Land Disturbance Permit | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Plat – Amended Plat (5 lots or more) | <input type="checkbox"/> Flood Development Permit | <input type="checkbox"/> Expedited Application Review |
| <input type="checkbox"/> Plat – Preliminary Plat (5 lots or more) | <input type="checkbox"/> CLOMR/FEMA | <input type="checkbox"/> Voluntary Annexation |
| <input type="checkbox"/> Plat – Final Plat (5 lots or more) | <input type="checkbox"/> Deed Approval | <input type="checkbox"/> Request for Development Review |

PROJECT INFORMATION:

- Residential Commercial Property Platted Property Not Platted ETJ

Project Name: _____ Parcel(s) Tax ID# (Required): _____

Project Address (Location): _____ Total Acres: _____

Lot: _____ Block: _____ Subdivision: _____

Cabinet #: _____ Slide #: _____

Out block (if not platted): _____

Brief Description of Project: _____

Current Zoning _____ # of Existing Lots _____ # of Existing Units _____

Proposed Zoning _____ # of Proposed Lots _____ # of Proposed Units _____

APPLICANT / CONTACT INFORMATION: **(This will be the primary contact; please ensure email address is legible)**

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell #: _____ Fax #: _____

Email Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell #: _____ Fax #: _____

Email Address: _____

DEVELOPER ENGINEER SURVEYOR INFORMATION: **(Please ensure email address is legible)**

Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell #: _____ Fax #: _____

Email Address: _____

PROJECT DESCRIPTION: **(Attach additional page if additional space is required)**

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Submittal Requirements	*All - Plats	Land Use Amendment	Rezoning	Sign Variance	ZBA Variance	Conditional Use Permit	Development Site Plan	Voluntary Annexation
MEET WITH STAFF PRIOR TO SUBMITTAL	✓	✓	✓	✓	✓	✓		✓
Complete Development Application	✓	✓	✓	✓	✓	✓	✓	✓
Electronic Copy (PDF), DWG File for Plats	✓	✓	✓	✓	✓	✓	✓	✓
Hard Copies (when applicable)	*2	1	1	1	1	1	1	1
Property Deed/ Corporate Resolution (if needed)	✓	✓	✓	✓	✓	✓	✓	✓
Plat Recording Guide & Original Field Notes	✓							
Site Plan (drawn to scale)		✓	✓	✓	✓	✓	✓	
Elevations				✓	✓	✓	✓	
Fee	✓	✓	✓	✓	✓	✓	✓	
Boundary Survey/ Metes & Bounds Description	✓							✓
Petition for Voluntary Annexation (Sec. 43.028 of the Texas Local Government Code)								✓

**Refer to City's Code of Ordinances. See Chapter 17.5 - Subdivisions, Article III. - General Regulations; Sec.17.5-41 thru 60.*

DEVELOPMENT FEE SCHEDULE

PLEASE MAKE CHECKS PAYABLE TO: CITY OF COPPERAS COVE

Dedication Plat (Right-of-Way or Easement)	\$300 +\$10/lot +\$10 Tech.
Abandonment/Vacation Plat (Right-of-Way or Easement)	\$200 +\$105 Newspaper +\$35 Notice +USPS Mail +\$10 Tech.
Minor Administrative Plat (4 lots or less)	\$300 +\$10/lot +\$10 Tech.
Minor Plat to P&Z Commission (4 lots or less with public improvements)	\$300 +\$10/lot +\$10 Tech.
Minor Amended Plat or Minor Replat (4 lots or less)	\$300 +\$10/lot +\$35 Notice +USPS Mail +\$10 Tech.
Preliminary Plat to P&Z Commission (5 lots or more)	\$400 +\$10/lot +\$10 Tech.
Final Plat to P&Z Commission (5 lots or more)	\$400 +\$10/lot +\$10 Tech.
Amended Plat or Replat to P&Z Commission (5 lots or more)	\$200 +\$3/lot +\$35 Notice +USPS Mail +\$10 Tech.
Future Land Use Plan (FLUP) Amendment	\$200 +\$105 Newspaper +\$35 Notice +USPS Mail +\$10 Tech.
Rezone	\$220 +\$105 Newspaper +\$35 Notice +USPS Mail +\$10 Tech.
Variance	\$200 +\$105 Newspaper +\$35 Notice +USPS Mail +\$10 Tech.
Land Disturbance Permit	\$35+\$10 Tech.
Floodplain Development Permit	\$35
Conditional Letter of Map Revision (CLOMR)/FEMA	\$6,750
Deed Approval	\$35
Basic Zoning Verification	\$20
Custom Zoning Verification*	\$100 + printing & mailing
<i>*Information requested in a custom format or involves research beyond the verification of zoning or verification of a certificate of occupancy.</i>	
Electronic File: Street Map AutoCAD File	\$60
Conditional Use Permit	\$220 +\$105 Newspaper +\$35 Notice +USPS Mail +\$10 Tech.
Site Plan Review	\$100 +\$10 Tech.
Technology Fee	\$10 (As noted)
Expedited Application Review**	Double Fees

***Initial review and comments complete within 5 business days, except for required public agenda posting notification requirements.*

BY SIGNING THIS APPLICATION, CITY STAFF IS GRANTED ACCESS TO YOUR PROPERTY FOR DEVELOPMENT ANALYSIS AND REVIEW PURPOSES.

APPLICANT SIGNATURE: _____

Print or Type Name: _____

(property owner authorization required below if applicant is someone other than property owner)

I (property owner) hereby authorize _____ of _____
 (printed name) (company (if applicable))

to represent me in matters pertaining to this case.

PROPERTY OWNER'S SIGNATURE: _____

Property owner's name (print): _____

Property owner's address: _____

Property owner's phone#: _____

Email address: _____