



## APPLICATION TO DEVELOP IN A PLANNED DISTRICT

This application is pursuant to Section 2.2 of the City of Woodway Code of Ordinances, Appendix A-Zoning. All applicants are encouraged to review this section and discuss the request with the Director of Community Services prior to submittal of application.

**NOTE:** Application must be submitted with a **FEE OF \$300.00** and **RECEIVED AT LEAST 25 DAYS** in advance of the first public hearing by mail or in person to: Community Services, City of Woodway, 924 Estates Drive, Woodway, Texas, 76712. Applications submitted on the 25<sup>th</sup> day before the first hearing date must be received by 3 p.m. to allow staff sufficient time to meet newspaper deadlines and mail notices as required by law.

### PART I – TO BE COMPLETED BY APPLICANT

**(1) PERSON, FIRM OR CORPORATION DESIRING TO ERECT/MODIFY BUILDING(S) OR GROUNDS WITHIN A PLANNED DISTRICT:**

\_\_\_\_\_

**(2) APPLICANT INFORMATION:**

**Mailing Address:** \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**If firm or corporation, name of contact person:** \_\_\_\_\_

*(This individual will be contacted by City Staff on all matters regarding this application.)*

**(3) PROPERTY DESCRIPTION:**

**Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_

**Name of Addition:** \_\_\_\_\_

**PLEASE PROVIDE ACREAGE DESCRIPTION IF NOT PLATTED INTO A LOT AND BLOCK:**

\_\_\_\_\_ **ACRE(S) IN THE** \_\_\_\_\_ **SURVEY**

*(If property is not platted, an acreage description a.k.a. field notes must be provided with the application as the wording must be included in the public hearing notice as required by law.)*

**Physical Address of Property:**

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**Brief Description of Property:** \_\_\_\_\_

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**(4) IS THIS YOUR ORIGINAL REQUEST TO DEVELOP ON THIS SITE? \_\_\_\_\_ YES or \_\_\_\_\_ NO**

**(5) APPLICATION MUST BE SUBMITTED WITH (2) FULL SIZE COPIES OF THE SITE PLAN SHOWING THE FOLLOWING ITEMS AND MUST INCLUDE THE ENTIRE PARCEL OF PROPERTY UPON WHICH THE APPLICANT DESIRES TO DEVELOP:**

- |  |  |
|--|--|
| <input type="checkbox"/> In detail, the manner in which the land is to be used | <input type="checkbox"/> Grading & Drainage Plan     |
| <input type="checkbox"/> Provision for service areas                           | <input type="checkbox"/> Elevations                  |
| <input type="checkbox"/> Provision for landscaping                             | <input type="checkbox"/> Floor Plan                  |
| <input type="checkbox"/> Provision for off-street parking                      | <input type="checkbox"/> Size of the building(s)     |
| <input type="checkbox"/> Character & appearance of the Building(s)             | <input type="checkbox"/> Location of the building(s) |
|  | <input type="checkbox"/> 11x17 copies of plans       |
|  | <input type="checkbox"/> Utility Plan w/details      |

*(For more detail, please see the attached City of Woodway Ordinances Sec. 2.10: Site Development Plans)*

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

*By signing above, the applicant affirms that the information submitted is true and correct and affirms that the owner (if the applicant is not the owner of the property) has been made aware of this request and fully supports the proposed development.)*

**NOTE:**

**IT IS IMPERATIVE THAT THE APPLICANT OR AN INFORMED REPRESENTATIVE OF THE APPLICANT BE PRESENT AT THE PLANNING AND ZONING COMMISSION AND CITY COUNCIL MEETINGS TO EXPLAIN THE PLANS IN DETAIL AN DETAIL AND ANSWER ANY QUESTIONS.**

**PART II – THIS SECTION TO BE FILLED OUT BY CITY OF WOODWAY STAFF**

**TENTATIVE schedule for Planning & Zoning Commission and City Council**

<b>Acceptance</b> of application by City Council	
Action by P&Z regarding <b>recommendation</b> to City Council	
<b>Final action</b> by City Council	

Application received by	
\$300.00 application fee paid	<input type="checkbox"/> Yes <input type="checkbox"/> No
Forward for review processing to	
Schedule dates provided to	
Information provided by	

