

THE TOWN OF
Highland Park
TEXAS

4700 Drexel Drive, Highland Park, TX 75205
214-521-4161 office 214-559-9335 fax

Department of Building Inspection

(PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH REQUEST)

(The application WILL NOT be scheduled for a review until a completed application is submitted to the Building Inspection Department.)

I. TYPE OF APPLICATION:
(please check one)

- Zoning Change / Amendment
- Planned Development - New
- Planned Development - Amendment
- Platting (Replat)

II. ADDRESS OF PROJECT: _____

III. APPLICANT INFORMATION:

<u>Current Land Owner</u>		<u>Applicant or Agent of Owner</u>
_____	<i>Signature</i>	_____
_____	<i>Printed Name</i>	_____
_____	<i>Mailing Address</i>	_____
_____		_____
_____		_____
_____	<i>Telephone Number</i>	_____
_____	<i>Fax Number</i>	_____
_____		_____

IV. PROJECT INFORMATION:

(Complete all information)

Proposed Project Name (if applicable): _____

Street Address of Project: _____

Existing Zoning District: _____

Proposed Zoning District (if applicable): _____

Legal Description(s) of Project (Lot, Block, Addition): _____

V. APPLICATION EXPLANATION (Please type or print legibly, or submit a detailed explanation in letter format):

VI. SUBMISSION REQUIREMENTS:

Before preparing an application, the applicant should consult with the Development Services Manager to discuss the request and any additional information needed to process the application.

The following list of submission requirements, where applicable, shall be submitted with the application:

1. A completed and fully signed application.
2. A legal description of the property.
3. 2 copies of 24x36 scaled site plan.
4. 1 copy of digital PDF site plan on CD or flash drive (e-mail is acceptable).
5. 2 copies of preliminary plat & 1-digital PDF copy (if applicable).
6. If needed, following review of the application, the Town will schedule a meeting with the applicant and appropriate departments to discuss details for the project.

VII. FEES:

ARTICLE 14.01 GENERAL PROVISIONS

Sec. 14.01.001 Fee for application to zone or rezone property

Any person desiring to have any lot, lots, tract or tracts of land zoned, rezoned or reclassified under the zoning ordinance of the Town, shall, concurrently with the filing of written application therefore and as a condition precedent to the hearing of such application, pay to the Town Secretary a fee of three hundred dollars (\$300.00). (1971 Code, sec. 5-4)

ARTICLE 10.02 SUBDIVISION ORDINANCE

EXHIBIT A SUBDIVISION ORDINANCE, Ordinance No. 831

Section 13. Plat filing fees.

1. Preliminary plat—A filing fee of one hundred fifty dollars (\$150.00) shall be paid at the time of submission of the preliminary plat for review by the Town.
2. Final plat—A filing fee of one hundred fifty dollars (\$150.00) shall be paid at the time of submission of the final plat for checking and approval by the Town Council.
3. Multiple building tracts—For multiple dwelling projects or business areas, a filing fee of two hundred fifty dollars (\$250.00) shall be paid when the preliminary plat of tracts or lots is submitted, and two hundred fifty dollars (\$250.00) shall be paid when the final plat of tracts or lots is submitted.

The fees and charges herein provided shall be paid into the general fund of the Town of Highland Park when any map or plat is tendered to the Town Council and each of the fees and charges provided herein shall be paid in advance and no action of the Town Council shall be valid until the fee shall have been paid.
