



**APPLICATION FOR DEVELOPMENT REVIEW**

**CITY OF FORNEY COMMUNITY DEVELOPMENT**

101 E. Main Street Forney, TX 75126

MAIN PHONE: 972-564-7386

WEBSITE: <http://www.cityofforney.org>

**Check the application type you wish to apply for (one application per each case)**

APPLICATION TYPE & FEES

- Preliminary Plat (\$250 + \$15 per lot)
- Amended Plat (\$300 + \$20 per lot)
- General Rezone (\$400)
- Miscellaneous (check with staff)
- Final Plat (\$300 + \$20 per lot)
- Replat (\$350 + \$20 per lot)
- PD Rezone (check with staff)
- Site Plan (\$500 + \$20 per acre)
- Site Plan with Engineering Plans (\$1,000 + \$20 per acre)
- Minor Plat (\$300 + \$20 per lot)
- Civil Engineering Plans (\$1,000 + \$20/acre)
- Conditional Use Permit (\$400)
- ZBA Variance/Exception (\$500)

**\*\*THE CITY MAY NOT ACCEPT ANY APPLICATION IF IT HAS NOT BEEN THROUGH A PRE-APPLICATION MEETING \*\***

SUBMITTAL CHECKLIST

**IF ALL ITEMS LISTED BELOW ARE NOT INCLUDED, IT WILL BE DEEMED AN INCOMPLETE APPLICATION & NOT BE ACCEPTED**

1. Complete application with all signatures required including notarized Letter of Authorization, if required.
2. Application fee with checks made payable to City of Forney. Credit card payments are also accepted. **Contact staff for exact fees.**
3. Summary of explanation detailing reason for request and requested action (no more than one page).
4. One copy of legal survey showing the legal description with metes & bounds if not platted or a plat showing property.
5. First submittal requires 4 full-size sheets sets and 16 half-size sheets (11" x 17") for each project including colored conceptual site plans, photometric, landscape, elevations & fencing plan along with any other drawing that is beneficial in the review of the project. Must be a digitally-produced, professional quality drawing.
6. An electronic copy of all project drawings & documents is required in PDF format. **Scanned PDFs will NOT be accepted.**
7. Re-submittals require 4 full size sheets of each item as outlined in #5 and #6 above.
8. Plat and zoning applications shall submit official certified tax certificate(s) showing \$0 current balance. Tax certificates are available at the Kaufman County Tax office.

**NOTE: Civil Engineering Plans may be submitted as stapled, rolled sets. All other plans must be submitted as folded sets. Full PDF sets of all plans must be submitted on CD or flash drive. Submit two electronic copies.**

PROPERTY INFO

Current/Proposed Legal Description: \_\_\_\_\_

Address/Approximate Location: \_\_\_\_\_

Current /Proposed Zoning: \_\_\_\_\_ Acres: \_\_\_\_\_ # of Lots: \_\_\_\_\_

APPLICANT/OWNER INFORMATION

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Main Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Property Owner: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Main Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**A NOTARIZED LETTER OF AUTHORIZATION IS REQUIRED IF THE APPLICANT AND PROPERTY OWNER ARE DIFFERENT.**

CONSULTANT INFO

Consultant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

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

Main Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PRIMARY CONTACT

Please indicate who you would like to receive City issued review comments. Maximum two (2) are allowed per project .

Applicant                       Property Owner

Consultant                       Other\* (provide name & email below)

\_\_\_\_\_

OFFICE USE

Case Name: \_\_\_\_\_

Case No: \_\_\_\_\_ Fees: \_\_\_\_\_ Received by: \_\_\_\_\_