



Planning and Zoning Application Community Development Department

City File No. (STAFF ONLY): _____

Select the type of application(s) being submitted by checking the appropriate box below:

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Meritorious Exception
<input type="checkbox"/> Rezoning (Standard District)	<input type="checkbox"/> Easement Vacation
<input type="checkbox"/> Rezoning (Planned Development)	<input type="checkbox"/> Right-of-Way Vacation
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Other _____

PROJECT NAME: _____

PROPERTY DESCRIPTION:

Address or Location:		
Legal Description:		
Subdivision:	Lot:	Block:
Total Land Area (acres/sq. ft.):		
Current Zoning Class:		Proposed Zoning Class:
Current Use:		Proposed Use:

OWNER:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:

APPLICANT:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:
Contact Person:	Email:



Planning and Zoning Application Community Development Department

City File No. (STAFF ONLY): _____

ACKNOWLEDGEMENTS:

Applicant Acknowledgement

I certify that the information contained in this application submittal is true and correct to the best of my knowledge and ability.

I acknowledge that I must indicate whether this application is being submitted as a Preliminary Review or as a Final Submittal, as shown on page 3 of this application. I understand that only Final Submittals are eligible to be scheduled for consideration by the Planning and Zoning Commission and/or the City Council. Preliminary Reviews will not be placed on a public meeting agenda.

I understand that information provided with this submittal, or in any revised submittals, may be presented to the Planning and Zoning Commission, City Council, or otherwise provided to the public. I acknowledge that incomplete applications will not be accepted. I further understand that the application will not be accepted or processed without payment of the required fee(s).

I understand that if neither I nor my authorized agent is in attendance at the required public meeting(s), the Planning and Zoning Commission and/or City Council may dismiss the proposal at their discretion, and that such dismissal shall constitute a denial.

I understand that, if required, I must comply with all public hearing notice sign requirements established by the City.

I understand that all filing and review fees are non-refundable.

SIGNED:

Applicant: _____ **Date:** _____

NOTE: If this case is going to be represented by person(s) other than the applicant, an "Agent Authorization" will be required to be signed and notarized on page 4 of this application.

Property Owner Acknowledgment *(only required if the applicant is not the owner)*

I am the legal owner of the subject property identified in this application, or I am legally authorized to sign on behalf of the property owner, and I acknowledge that I have reviewed this application and that I do not object to its submission or consideration by the City of Benbrook.

SIGNED:

Property Owner: _____ **Date:** _____



Planning and Zoning Application Community Development Department

PRELIMINARY OR FINAL SUBMITTAL DECLARATION

PROJECT NAME: _____

APPLICANT NAME: _____

CITY FILE NUMBER (IF ASSIGNED): _____

Each applicant must declare whether this application is being submitted for Preliminary Review or as a Final Submittal. Only Final Submittals are eligible for scheduling before the Planning and Zoning Commission and/or City Council.

Check one box below and sign the corresponding acknowledgment.

PRELIMINARY REVIEW SUBMITTAL

I acknowledge that this application is being submitted for Preliminary Review only. I understand that City staff will review the materials and may provide feedback. I further understand that this submittal will not be scheduled for a public hearing/meeting with this preliminary review submittal, and that a new, signed, and dated Final Submittal Declaration must accompany all final application materials when resubmitted for formal processing.

Applicant's Signature: _____ Date: _____

FINAL SUBMITTAL

I acknowledge that this application is a Final Submittal and that all required materials have been provided in accordance with City requirements and the current submittal checklist. I understand that no further revisions will be accepted after the submittal deadline, and that electronic public meeting presentation materials, if desired, must be included with this submission. I also understand that the City reserves the right to refuse to broadcast or display any materials determined to be obscene, unlawful, or otherwise illegal.

Applicant's Signature: _____ Date: _____



Planning and Zoning Application Community Development Department

City File No. (STAFF ONLY): _____

AUTHORIZED AGENT:

Name:	Phone:
Address:	Email:
City, State, Zip:	Fax:

AGENT AUTHORIZATION

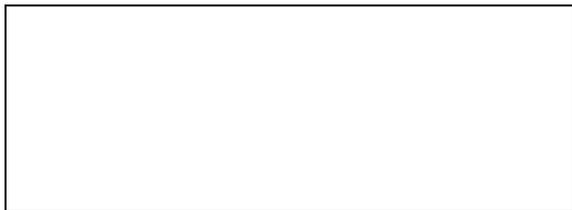
This statement must be acknowledged before a Notary Public

In lieu of representing myself as the applicant for this request, I hereby authorize the person designated above to act as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall serve as the sole point of contact with the City, and the City may communicate directly with the agent regarding all requirements, information, and/or public meetings related to this case. I understand that it is necessary for either myself or my authorized agent to be present at all applicable public meetings regarding this application

Signature of Applicant *Applicant Name Printed or Typed* *Date*

NOTARY STATEMENT:

Signed and affirmed before me, on this the _____ day of _____ 20 _____, by
_____(name of individual making statement), personally known
to me or proved to me on the basis of satisfactory evidence to be the person who appeared before me.



My Commission Expires: _____

Notary Public in and for the State of Texas