



CITY OF STAFFORD
Planning and Zoning Division
Office: (281) 261-3922
2610 South Main Street
Stafford, TX 77477

MAIN DEVELOPMENT APPLICATION

Pre Application Conference

A Pre-Application Conference is highly recommended prior to an application submittal. Please contact the Planning & Zoning Division to schedule an appointment.

Application Submittal

All required materials must be completed and received by the Planning & Zoning Division by noon on the submission deadline with the applicable fees (the 3rd Monday of the month prior to the scheduled meeting). Late applications will not be accepted. Applications delivered by courier will only be accepted if prior arrangements have been provided by staff.

Public Hearings

Applications requiring public hearings are held during the Board of Adjustment, Planning & Zoning Commission and City Council meetings. Applicants or their agents are required to attend the public hearings and be available to answer questions. The applicant is required to provide all names of property owners (as indicated on the most recently approved City tax roll) that are located within the area of application and within two hundred (200) feet of any property affected thereby.

Planning and Zoning Commission Corrections

Typically, all items referred from the Planning & Zoning Commission to City Council will be considered at the first regular City Council meeting after the Planning & Zoning Commission meeting. All revised information required as a result of the Planning & Zoning Commission recommendation shall be submitted to the Planning & Zoning Division a minimum of seven (7) days prior to the City Council meeting for which the item is scheduled.

Submittal Type [check each that apply]

Specific Use Permit¹

Specific Use Permit

Variance²

Variance

Rezoning³

Rezoning (straight rezoning)

Rezoning (planned development/MU-2 rezoning)

Plat⁴

Preliminary Plat

Final Plat

Preliminary/Final Plat (Administrative, Amending or Minor -See Subdivision Ordinance, Section 82-43.1)

Other

Zoning Ordinance Text Amendment⁵

Comprehensive Plan Text Amendment⁵

Appeal of Decision by Administrative Official⁶

Amendment to MU-2 Application

Application Supplement Packages

1. Specific Use Permit

3. Rezoning

5. Text Amendment

2. Variance

4. Plat

6. Appeal of Decision by Administrative Official

FEE CALCULATION WORKSHEET

Application Type: _____
(Please provide separate fee calculation worksheet for each application type)

TOTAL REVIEW FEES: \$ _____

Date of Pre Application Meeting: _____

- Other fees may be applicable by other external reviewing agencies; i.e. Fort Bend Water Control District #2 and proof of payment will be required prior to project approval.

Applicant Name (Printed)

Signature of Applicant

(For office use only)

INTAKE REVIEWER - SIGNATURE

DATE

Submittal Requirements

**The following checklist is provided as a reminder.
Please see applicable code sections for more detailed submittal requirements.**

All applications must include the following:

- Application, completed in black ink, with property owner signature(s) and notary seal (1 original and 3 copies)
- Aerial Photograph – property outlined (available from Property Appraiser’s office)
- Property Deed
- Legal Description
- Boundary Survey – Signed and Sealed with a date of not less than one year (24x36)
- Copy of Deed Restrictions of Subject Property (if applicable)
- A CD of all documents submitted - with files named according to the Required Naming List. (attached)

Plat applications must also include:

- Plat (24x36) prepared in accordance to Chapter 82 requirements – four (4) copies
- Title Opinion or Statement of Certificate (either in separate writing or on face of plat)
- Evidence of Notice to all Utility Companies (public or private)
- Purchase Contract (if applicable)

Rezoning to Planned Development applications must also include:

- Detailed Site Plan of the Subject Property (24x36) – See Zoning Ordinance, Section 102-82.3(D)
- Rendering and Architectural Building Elevations (all sides of building, in color)
- Landscape Plan

Specific Use Permit applications must also include:

- Detailed Site Plan of the Subject Property (24x36) – See Zoning Ordinance, Section 102-101

**SPECIAL NOTICE
(PLEASE READ BEFORE SIGNING ACKNOWLEDGMENTS BELOW)**

Submission of this application does not constitute the granting of approval. All appropriate requirements must be met prior to this request being presented for approval to the appropriate authority. The City of Stafford reserves the right to request additional information to ensure a complete review of this request.

ACKNOWLEDGMENTS

<p><u>Applicant Information (Property Owner/Developer):</u> Business Name: _____ Name: _____ Address: _____ _____ (Please use an address that can accept overnight packages) Phone: _____ Email: _____</p>

<p><u>Agent Information:</u> Business Name: _____ Name: _____ Address: _____ _____ (Please use an address that can accept overnight packages) Phone: _____ Email: _____</p>
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Please note: both applicant and agent will receive all official correspondence on this project.

Property Owner Information

This application and any application supplement will not be considered complete without the notarized signature of **all property owners of record**, which shall serve as an acknowledgment of the submittal of this application for approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

Property Owner Signature

Mailing Address: _____

Property Owner Name (Printed)

Phone: _____
If more than one owner, please submit additional pages

STATE OF _____, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

by _____ who is personally known to me or who has produced _____ as identification.

Signature of Notary

Type or Print Name of Notary

_____ Commission Number (Seal)

Required Document Naming List

* All electronically submitted documents must be formatted and named according to the list below. If your submittal includes a document not on the list, the document name shall clearly reflect the content of the submitted document. *

Document	Document Format	Required Name on CD
Aerial Photograph	PDF	Aerial.pdf
Applications	PDF	Application.pdf
Architectural Elevations	PDF	ArchElev.pdf
Deed Restrictions	PDF	DeedRestrictions.pdf
Survey	PDF	Survey.pdf
Landscape Plan	PDF	Landscape.pdf
Legal Description	PDF	Legal.pdf
Plat	PDF	Plat.pdf
Property Deed	PDF	Deed.pdf
Purchase Contract	PDF	PurContract.pdf
Site Plan	PDF	SitePlan.pdf
Title Opinion/Statement or Certificate	PDF	TitleCert.pdf
Utility Company Notices	PDF	UtilityCoNotice.pdf

Regular Meeting Schedule 2019

A complete application must be submitted no later than a month prior to the scheduled meeting

Planning and Zoning Commission			City Council		
January	8	7:30 PM	January	23	7:00 PM
February	12	7:30 PM	February	20	7:00 PM
March	12	7:30 PM	March	20	7:00 PM
April	9	7:30 PM	April	17	7:00 PM
May	7	7:30 PM	May	15	7:00 PM
June	11	7:30 PM	June	19	7:00 PM
July	9	7:30 PM	July	17	7:00 PM
August	13	7:30 PM	August	21	7:00 PM
September	10	7:30 PM	September	18	7:00 PM
October	8	7:30 PM	October	16	7:00 PM
November	12	7:30 PM	November	20	7:00 PM
December	10	7:30 PM	December	18	7:00 PM

Any changes to the regular meeting schedule will be posted on the City Notice Boards and notifications will be placed in the media.