

Comprehensive Plan Amendment Application

Land Use Code Appendix B, Section 824

Step 1: Pre-Application meeting with City Staff Meeting Date: _____

Office Use Only
Staff Initials _____

Step 2: Complete the application below Application Date: _____

Please print the following information:

Applicant's Name: _____ Telephone: _____
Applicant's Fax: _____ E-mail: _____
Mailing Address: _____

Owner's Name: _____ Telephone: _____
Owner's Fax: _____ E-mail: _____
Mailing Address: _____

Engineer/Surveyors Name: _____ Telephone: _____
Engineer/Surveyors Fax: _____ E-mail: _____
Mailing Address: _____

Office Use Only

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
- B. Application Fee:

Base:	\$150.00	\$150.00
GIS:	\$15.00	<u>\$ 15.00</u>
Total:	\$165.00	

(All checks payable to City of Marble Falls)

Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS COMPREHENSIVE PLAN AMENDMENT APPLICATION.

Applicant's Signature

Owner's Signature (notarized)

Date

STATE OF TEXAS:

COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On:

Comprehensive Plan Amendment Application Materials

<u>Required*</u>	<u>Complete</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax certificate showing legal owner (with no taxes due)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey: Five (5) copies of amendment area, 18"x24", One (1) copy at 11"x17, and One (1) copy at 8 ½" x 11" sealed by a licensed surveyor or recorded plat of property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital copy of survey on CD or flash drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant presentation to Planning and Zoning Commission and City Council
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement: Description of Comprehensive Plan Amendment, including section ot be amended, i.e. Future Land Use Plan, etc
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement: Purpose of Comprehensive Plan Amendment

Staff's Signature

Date

*Required items to be determined at Pre-Application meeting