

## Comprehensive Plan Amendment Application – Multiple Owners

Land Use Code Appendix B, Sections 1161 – 1169

**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: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner's Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner's Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner's Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

*Attach additional owner information as needed*

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 listed on page 3 of the application
- B. Application Fee:
 

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

*(All checks payable to City of Marble Falls)* **Total: \$165.00**

***Application continues on reverse side***

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**Applicant's Signature**

**Date**

**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.

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**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\_\_\_\_\_.

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Notary Public in and for the State of Texas

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My Commission Expires On:

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**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\_\_\_\_\_.

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Notary Public in and for the State of Texas

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My Commission Expires On:

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**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\_\_\_\_\_.

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Notary Public in and for the State of Texas

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My Commission Expires On:

*Attach additional owner signatures as needed*

### Comprehensive Plan Amendment Application Materials

Required*	Complete	NA	
<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 to 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