

**CITY OF BURKBURNETT
SITE PLAN APPLICATION**

Office Use Only

Case No. _____

Receipt No. _____

Property Address: _____

Legal description: _____
Lot(s) _____ Block _____ Section _____ Subdivision _____

Area in Acres _____ Present Zoning Classification _____

Present Use _____

Proposed Use _____

Reason for Request

Name of Applicant _____

Address _____

Phone # _____

I hereby certify that all information contained herein is true and correct and that all required submissions (see reverse) have been submitted.

Signature of Applicant _____ Date _____

Signature of Property Owner _____ Date _____

To be completed by the Development Services Department

The Site Plan request is hereby approved based on Ord No. _____
 The Site Plan request is hereby disapproved by the Board of Commissioners on _____

Director Of Development Services

Date

INSTRUCTIONS FOR SITE PLAN APPLICATION

SUBMISSION REQUIREMENTS

Along with the attached application submit the following:

1. Map of the area proposed for Site Plan, two (2) copies.
2. Vicinity map showing property lines, streets, existing and proposed zoning, two (2) copies.
3. Application fee:
 - Site Plan.....\$69.59
 - Site Plan Appeal\$69.59
 - Third Party Review\$69.59 Plus Exact Cost of 3rd Party Fee

PROCEDURE

1. Submit the completed application at least 21 days prior to the Planning & Zoning Commission meeting date, along with the prescribed fee (see above).
2. The Planning & Zoning Commission meets the First Monday of Every Month (unless it falls on a holiday) in the Council Chambers, City Hall, 501 Sheppard Road, Burkburnett, Texas 76354.
3. Appear before the Planning and Zoning Commission on the meeting date. The Commission will make a recommendation to the City Council.
4. Appear before the City Council on the scheduled meeting date. The Council will review and act on the rezoning application.

Note: Upon denial of a request for an amendment or change by the City Council, no identical request may be submitted within twelve (12) months from the date of the original Request unless the applicant can show that substantial changes affecting the property have occurred.

If you have any further questions, please contact the Development Services Department at (940) 569-2263