

REQUIRED SUBMITTAL DOCUMENTS

A complete submittal consists of the Zoning and Land Development Application, Owner Authorization Form, legal description, letter of intent, additional required documents by application type, and payment of relevant fees. Any missing information may result in a delay in processing the application.

Zoning	Site Development Review	Subdivision	Miscellaneous
☐ Special Use Permit ☐ Zoning Change ☐ Planned Development	☐ Concept Plan ☐ Site Plan ☐ Landscape Plan ☐ Façade Plan	☐ Amending Plat ☐ Final Plat ☐ Minor Plat ☐ Preliminary Plat ☐ Preliminary Replat ☐ Replat ☐ Subdivision Variance ☐ Vacating Plat	☐ Temporary Use Permit ☐ Variance ☐ Alternative Sign Design ☐ Appeal of Administrative Decision ☐ Interpretations ☐ Other _____ _____
Select all applications that apply*			

APPLICANT INFORMATION

Applicant Name: _____

Company Name: _____

Address: _____

Email: _____ Phone: _____

OWNER INFORMATION

Owner Name: _____

Company Name: _____

Address: _____

Email: _____ Phone: _____



PROPERTY INFORMATION

Project Name: _____

Address / Location: _____

Legal Description: _____ Acreage: _____

Proposed Subdivision Name (if applicable): _____

Existing Zoning: _____

Existing Use(s): _____

Proposed Zoning (if applicable): _____

DESCRIPTION OF REQUEST

Applicant Resources:

- [Property Owner Authorization Form](#)
- [Zoning Submittal Calendar](#)
- [Plat Submittal Calendar](#)
- [Required Documents by Project Type](#)
- [Addison Unified Development Code](#)
- [Addison Code of Ordinances](#)
- [Long Range Plans & Area Studies](#)
- [Online Zoning Map](#)
- [Citizen Self Service \(CSS\) Portal](#)
- [Development Review Fee Schedule](#)