

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
<input type="checkbox"/> Special Use Permit <input type="checkbox"/> Zoning Change <input type="checkbox"/> Planned Development <input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Concept Plan <input type="checkbox"/> Site Plan <input type="checkbox"/> Landscape Plan <input type="checkbox"/> Façade Plan	<input type="checkbox"/> Minor Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Replat <input type="checkbox"/> Vacating Plat <input type="checkbox"/> Amending Plat <input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Other: _____

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:

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



PROPERTY OWNER AUTHORIZATION FORM

SUBJECT PROPERTY DESCRIPTION

Project Name: _____

Property Address: _____

OWNER AUTHORIZATION

1. I hereby certify that all information contained within this application is true and correct to the best of my knowledge.
2. I hereby certify that I am the owner of the subject property or the duly authorized agent of the owner of the subject property for the purpose of this application.
3. I hereby designate the person named as the applicant on page 1 of this application, if other than myself, to file this application and to act as the principal contact person with the Town of Addison.
4. I hereby authorize the Town of Addison, its agents, or employees, to enter the subject property at any reasonable time for the purpose of taking photographs, documenting current use and current conditions of the property; and further, I release the Town of Addison, its agents or employees from liability for any damages which may be incurred to the subject property in taking of said photographs.

Property Owner: _____ Phone Number: _____

Address: _____ Email Address: _____

_____ Date: _____

Signature: _____

Each property owner must complete a separate authorization form.



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IT ALL COMES TOGETHER.