



TOWN OF BROCK APPLICATION FOR ZONING AND LAND DEVELOPMENT

TYPE OF APPLICATION: (CHECK ALL THAT APPLY)		
PLATS	ZONING	DEVELOPMENT PLAN APPROVAL
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Preliminary Site Plan
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Replat/Amended Plat	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Subdivision variance	<input type="checkbox"/> Zoning Variance	_____

PROPERTY DESCRIPTION:

Submittal Date: _____ Address (if assigned): _____

Legal description of subject property (metes & bounds must be described on an attached sheet)

Lot Number _____ Number of Lots: _____ Block _____ Name of Addition _____

Gross Acreage: _____ Present Zoning Classification: _____ # of New Street Intersections: _____

PROPERTY OWNER/APPLICANT:

I hereby certify that the information in this application is true and correct to the best of my knowledge.

PROPERTY OWNER: (Required)

Name: (printed) _____ Contact: _____

Address: _____ Phone: _____

City: _____ State: _____ Email: _____

Zip: _____

Signature: _____

APPLICANT: (If different from Owner)

Name: (printed) _____

Contact: _____

Address: _____

Phone: _____

City: _____ State: _____

Email: _____

Zip: _____

Signature: _____

SURVEYOR: (Required)

Name: (printed) _____

Contact: _____

Address: _____

Phone: _____

City: _____ State: _____

Email: _____

Zip: _____

Signature: _____

ENGINEER: (If applicable)

Name: (printed) _____

Contact: _____

Address: _____

Phone: _____

City: _____ State: _____

Email: _____

Zip: _____

Signature: _____

PRINCIPAL CONTACT:

(APPLICABLE DOCUMENTS WILL BE DISTRIBUTED ONLY TO DESIGNATED PRINCIPAL CONTACT)

___ Owner

___ Applicant

___ Surveyor

___ Engineer

UTILITY PROVIDERS:

Electric Provider: _____

Water Provider: _____

Wastewater Provider: _____

Gas Provider (if applicable): _____

FEES:

See ***Town of Brock Master Fee Schedule***. All reasonable fees and/or costs, which are required by the City of Brock for a proper review of this request, are the sole responsibility of the applicant. Such fees or costs shall include, but are not limited to engineering reviews, legal opinions, building(s)/property inspections and/or testing(s).

City Use Only

Project #: _____ Completed Application Received on: _____

Fees Collected: _____ Receipt #: _____ Project #: _____

SIGNATURE TO AUTHORIZE PLAT/ZONING REQUEST

Applicant's Name (Print):

Applicant's Signature:

The State of _____

County of _____

Before Me _____ on this day personally appeared _____
(notary) (applicant)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

Notary In and For State of Texas

Property Owner's Name (Print):

Property Owner's Signature:

The State of _____

County of _____

Before Me _____ on this day personally appeared _____
(notary) (property owner)

known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

Notary In and For State of Texas

ACKNOWLEDGEMENT FOR PLAT AND ZONING APPLICATIONS

All Plat and Zoning applications, including Conditional Use Permits (CUPs), are subject to administrative review for completeness. Only complete applications will be considered filed and eligible to be scheduled for public hearing and consideration by the Town Commission.

All public hearings will be opened, and testimony given by applicants and all interested persons.

Any changes to a site plan (no matter how minor or major) approved in connection with a Conditional Use Permit (CUP) are required to be approved by the Town Commission through the public hearing process.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS AS SET FORTH BY THE APPLICATION FOR AND ACKNOWLEDGE THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT AND THAT ALL REQUIREMENTS OF THIS APPLICATION HAVE BEEN MET AT THE TIME OF SUBMITTAL.

Applicant's Signature

Date

Applicant's Name (Print)

Owner's Signature (If different)

Date

Owner's Name (Print)

CONDITIONAL USE APPLICATION/SITE PLAN APPLICATION CHECKLIST
****This checklist must be submitted with the initial application****

I. GENERAL:

Name of Addition: _____
Applicant: _____
Property Owner(s): _____
Location of Addition: _____

II. REQUIRED DOCUMENTS FOR A CONDITIONAL USE APPLICATION/SITE PLAN APPLICATION

- ___ Application with original/notarized signatures of owner and applicant
- ___ Filing and publication fee (see *Town of Brock Master Fee Schedule*)
- ___ Site plan drawing showing the existing structures and proposed requested structure.
Drainage and elevations may be required.
- ___ Submit a letter describing the proposed Conditional use and note the request on the site plan document, describe or show on the site plan special requirements or conditions imposed upon the particular conditional use by applicable district regulations (example: buffer yards, distance between users), describe whether the proposed conditional use will , or will not cause substantial harm to the value, use, or enjoyment of other property in the neighborhood.

PLAT REVIEW CHECKLIST

****This checklist must be submitted with the initial plat application****

II. GENERAL:

Name of Addition: _____

Applicant: _____

Property Owner(s): _____

Location of Addition: _____

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

- Preliminary Plat Application (original signatures)
- Preliminary Plat Drawing (5 paper copies & 1 digital)
- Preliminary Drainage Analysis (5 paper copies & 1 digital)
- Concept Construction Plan (5 paper copies & 1 digital)
- Tree Survey
- Location and Dimensions of Existing Structures
- Sectionalizing or Phasing of Plats
- Zoning Classification of All Properties Shown on the Plat
- Dimensions of all Proposed or Existing Lots
- Location of 100-year Flood Limits Where Applicable
- Underground water study

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- Final Plat Application (original signatures)
- Final Plat Drawing (5 paper copies & 1 digital)
- Drainage Study (5 paper copies & 1 digital)
- Submit 1 mylar copy and 1 paper copy from county filing
- Written Metes and Bounds Description
- Dimensions of All Proposed or Existing Lots
- Area in acres for each lot
- Any Existing Structures which Encroach and Setback Lines
- Parker County Tax Certificate
- Plans for all water & sewer lines
- Plans for fire hydrants
- Plans for all proposed streets and sidewalks

IV. REQUIRED DOCUMENTS FOR A REPLAT

- Replat Application (original signatures)
- Plat Drawing (5 paper copies & 1 digital)
- Original Plat for comparison
- Drainage Study (5 paper copies & 1 digital copy)
- Submit 1 mylar copy and 1 paper copy from county filing
- Written Metes and Bounds Description
- Dimensions of All Proposed or Existing Lots
- Area in acres for each lot
- Any Existing Structures which Encroach and Setback Lines
- Parker County Tax Certificate

V. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- Amended Plat Application (original signatures)
- Final Plat Drawing (5 paper copies & 1 digital)
- Original Plat for comparison
- Drainage Study (5 paper copies & 1 digital copy)
- Submit 1 mylar copy and 1 paper copy from county filing
- Written Metes and Bounds Description
- Dimensions of All Proposed or Existing Lots
- Area in acres for each lot
- Any Existing Structures which Encroach and Setback Lines

VI. REQUIREMENTS ON ALL PLATS

- Adjacent Property Lines, Streets, Easements
- Names of Owners of Property within 200 feet
- Names of Adjoining Subdivisions
- Front and Rear Building Setback Lines
- Side Setback Lines
- City Boundaries Where Applicable
- Date the Drawing was Prepared
- Location, Width, Purpose of all Existing Easements
- Location, Width, Purpose of all Proposed Easements
- Consecutively Numbered or Lettered Lots and Blocks
- Map Sheet Size of 18"x 24" to 24"x 36"
- North Arrow
- Name, Address, Telephone of Property Owner
- Name, Address, Telephone of Developer
- Name, Address, Telephone of Surveyor
- Seal of Registered Land Surveyor
- Consecutively Numbered Plat Notes and Conditions
- Town of Brock Plat Dedication Language

- ___ Location and Dimensions of Public Use Area
- ___ Graphic Scale of Not Greater than 1" =200'
- ___ All Existing and Proposed Street Names
- ___ Dimensions of All Existing and Proposed Right-of-way as Specified on Master Thoroughfare Plan
- ___ Subdivision Boundary in Bold Lines
- ___ Subdivision Name
- ___ Title Block Identifying Plat Type
- ___ Key Map at 1" =200'
- ___ Surveyor's Certification of Compliance
- ___ Texas NAD83 State Plane Coordinates (Grid) (at least 2 comers)
- ___ Show relationship of plat to existing "water, sewage, and drainage."

VII. ADDITIONAL DOCUMENTS REQUIRED ON FINAL PLATS

- A. A written and notarized statement describing the minimum Improvements which the subdivider agrees to provide, conditional upon Town Commission approval of the final plat.
- B. A written and notarized statement that all property taxes and assessments have been paid for past years and up to current date. This statement shall be signed by the owner or owners (original and one copy)
- C. A written and notarized acknowledgement of the dedication to public use of streets, parks, water courses, drains, easements and other such public places as shown on the plat, and of payments in lieu of certain public dedications. Property designated for schools, churches, hospitals, municipal purposes, and other uses, shall be noted, as well as the conditions and procedures by which such property and monies shall be made available to prospective purchasers or governing bodies. This statement shall be signed by the owner or owners, and all persons having a mortgage or lien interest in the property (if applicable).

PLEASE NOTE: After staff approval, additional paper copies may be required for review by the Town Commission.

TOWN HALL CONTACT INFORMATION

Please direct questions to the Town Clerk: townclerk@brocktx.net or (817) 396-5333

Delivery and Correspondence Address (Please schedule an Appointment)

2451 FM 1189 Ste B
 Brock, TX. 76087