

The Applicant must:

1. Set an appointment with the Planning office @ 972-924-2616, for a pre-application meeting to meet with the Development Review Committee (DRC) to review the application process and requirements.
 - * Development Plats may not require a DRC meeting at the Director’s discretion.

2. Application(s) will **NOT** be accepted unless a pre-application meeting has been completed.

3. Submit application, plan(s) and/or plat, checklist, and the application fee. The application fee is **NOT** refundable. Receipt of documents does not constitute acceptance or approval.

* In accordance with state laws, some replats require special notification procedures.

Beginning March 18, 2020, the Planning Department will no longer require hard-copies for submittals. Please e-mail all required application materials to Olivia Demings (OHeard@annatexas.gov) and Lauren Mecke (LMecke@annatexas.gov). Applications sent to anyone else will not be accepted. If files exceed the size limit, please coordinate with us prior to bringing a CD or flash drive during business hours.

4. Applications are accepted on the 1st Wednesday of the month following a regularly scheduled Planning & Zoning commission meeting in order to be placed on the next Planning and Zoning commission agenda. See the Submittal Calendar.
5. Corrections from the city’s initial review comments, provided 12 days after application submittal, must be provided to the Planning & Development Department **no later** than the Monday prior to the scheduled Planning and Zoning Commission meeting.
6. Staff will present applications to the Planning and Zoning Commission. The P&Z Commissioners will make a recommendation to City Council.
7. At the Council meeting, the application will be presented with the Planning and Zoning Commission's recommendation(s).

Submittal

- | | |
|--|--|
| <input type="checkbox"/> Preliminary Plat/Replat | <input type="checkbox"/> Civil Plans |
| <input type="checkbox"/> Final Plat/Replat | <input type="checkbox"/> Site Plan/Revised Site Plan |
| <input type="checkbox"/> Combination Preliminary and Final Plat* | <input type="checkbox"/> Landscape Plan |
| <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Tree Preservation |
| <input type="checkbox"/> Minor Plat/Replat | <input type="checkbox"/> Lighting Plan |
| <input type="checkbox"/> Development Plat | |

**Prior approval required*

Submittal Type

- Pre-Submittal: all required documents are present excluding fees. I understand that the project information presented to the City at this time is not filed, and therefore the City is not required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days by the approval authority. This Pre-Submittal will be changed to a Submittal following the receipt of written notice and payment of fees. I am requesting this of my own volition and not at the request of the City of Anna.
- Submittal: all required documents are present including fees. I understand that the project information presented to the City at this time is filed and therefore, the City is required to approve, approve with conditions, or disapprove the plan(s)/plat(s) within 30 days by the approval authority.

Acreage

Round decimals up to the nearest whole number. _____ acre(s)

Fees

Please see the Fee Schedule, available on the [city website](#).

The application fee of \$ _____, to be paid to the City of Anna at least 1 week prior to planning commission meeting.

NOTE: *Additional costs may accrue during review by City consultants of any facilities agreement and/or civil construction plans.*

Owner Authorization and Representative Designation



Property Description

Subdivision: _____ Total Number of Acres: _____
Zoning Classification(s): _____ Total Number of Lots: _____
Location: _____

Property Owner Information & Authorization

Name/Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Project Representation (check one):

- I will represent the application myself; OR
- I hereby designate _____ (*name of project representative*) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type, representation, and landscape incentive of my own volition and not at the request of the City of Anna.

Property Owner's Signature: _____ Date: _____

STATE OF: _____

COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____

NOTARY PUBLIC in and for the State of Texas

Project Representative Information (complete if designated by owner)

Engineer Purchaser Tenant Preparer Other (*specify*): _____

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Every question must be answered. If the question is not applicable, answer with "N/A".

NOTE: If the Project Representative is not the Property Owner, this form must be filled out by **both** the Property Owner and the Project Representative.

Disclosure Questions

- A. Do you believe that a City official* or City employee** may have a conflict of interest in the property or application referenced on the reverse side? Yes No
- B. If so, state the name of each City official or employee of the City of Anna known by you that may have a conflict of interest in the property or application referenced on reverse side.

- C. State all information upon which you base the belief (use additional paper, if necessary).

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the City of Anna, Texas, as changes occur.

Name of Certifying Person (*print*): _____

- Property Owner Project Representative

Signature of Certifying Person: _____

*Mayor, City Council members, Planning and Zoning Commission members, and Zoning Board of Adjustment members.

**City Manager, City Secretary, City Attorney, and all department heads