



**ZONING APPLICATION**  
City of Princeton, Texas

Office Use Only:  
Date Received: \_\_\_\_\_  
ZC. #: \_\_\_\_\_

DATE OF PRE-APPLICATION CONFERENCE: **REQUIRED**

Name of Subdivision or Project: \_\_\_\_\_

Application Type	Application Fee*
___ Initial Zoning (newly annexed or Agricultural property)	\$ _____
___ Rezoning (property currently zoned)	\$ _____
___ Specific Use Permit (SUP) – see Zoning Ordinance for special requirements and procedures	\$325.00

Physical Location of Property: \_\_\_\_\_  
*[Address and General Location -- approximate distance to nearest existing street corner]*

Brief Legal Description of Property (must also attach accurate metes and bounds description): \_\_\_\_\_  
*[Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block]*

Acreage: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_  
*[Attach a detailed description of requested zoning & development standards, if a PD]*

OWNER'S NAME: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Applicant/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

ENGINEER / REPRESENTATIVE'S NAME: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**SUBMITTAL DEADLINE: 30 DAYS PRIOR TO P&Z PUBLIC HEARING DATE.** (All zoning applications must be advertised in the newspaper, and notices must be mailed to all property owners within 200 feet of the subject property. Please contact City staff in advance for submittal deadlines.)

**ALL APPLICATIONS MUST BE COMPLETE BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA.** It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. Incomplete submittals will not be accepted.

**SUBMISSIONS.** Failure to submit all materials (including Conceptual Plan) to the City with this application will result in delays scheduling the agenda date. Submit One (1) 11X17, One (1) PDF File on CD to the Development Department by the Submittal deadline.

**NOTICE OF PUBLIC RECORDS.** The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

\*Zoning/Rezoning Fee: \$325.00, plus \$15.00 per acre up to 250 acres and \$8.00 per acre over 250 acres

Name of Subdivision or Project: \_\_\_\_\_

**\*\*READ BEFORE SIGNING BELOW:**

By signing this application, staff is granted access to your property to perform work related to your case.

I waive the statutory time limits in accordance  
With Section 212 of the Texas Local Government Code.

SIGNATURE: \_\_\_\_\_

(Letter of authorization required if signature is other than property owner)

Print or Type Name: \_\_\_\_\_

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and  
Acknowledged to me that they executed the same for the purposes and consideration expressed and in the  
Capacity therein stated. Given under my hand and seal of office on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of Texas: \_\_\_\_\_

If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available upon submittal)

STATE OF TEXAS                    )(

COUNTY OF COLLIN                )(

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the  
undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the  
owner, (proof attached) for the purposes of this application; that all information submitted herein is true and correct. I understand  
that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



**\*\*Owner / Agent (circle one)**

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of Texas: \_\_\_\_\_

**Applicant**

**Submittal Check List**

**City Use**

Initial Below

Initial Below

	<b>Application:</b> Signed & Notarized Application with Original Signatures of all property owners and applicant	
	<b>Written Verification</b> such as: Notarized statement or "Power of Attorney" from real property owner authorizing an agent to act on his/her behalf.	
	<b>Proof of Ownership</b> (e.g. General warranty deed; Special warranty deed; Title police; or document approved by the City Planner)	
	<b>Required Exhibits</b>	
	<b>Metes and Bounds Description</b>	
	<b>Boundary/Property Survey</b>	
	<b>Address Labels for 200 ft. Property Adjacent Property Owners</b>	
	<b>Conceptual Plan</b>	
	<b>Folded</b> set of One (1) 11"X17", One (1) PDF File on CD	