



Phone: (903) 677-6615  
 Fax: (903) 220-0935  
 Email: [planning@athenstx.gov](mailto:planning@athenstx.gov)

Development Services  
 501 U.S. Highway 175 West  
 Athens, TX 75751

## DEVELOPMENT APPLICATION

### GENERAL INFORMATION

- Request is for a:
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> New Site Plan      | <input type="checkbox"/> ROW Abandonment      |
| <input type="checkbox"/> Final Plat       | <input type="checkbox"/> Site Plan Revision | <input type="checkbox"/> Easement Abandonment |
| <input type="checkbox"/> Minor Plat       | <input type="checkbox"/> Zoning Change      |   |
| <input type="checkbox"/> Amending Plat    | <input type="checkbox"/> Zoning Variance    |   |
| <input type="checkbox"/> Replat           | <input type="checkbox"/> Zoning Appeal      |   |
| <input type="checkbox"/> Other: _____     |   |   |

Property Address: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Present Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 # of Lots Involved: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Please provide any additional detail relating to your request:

### APPLICANT CONTACT INFORMATION

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

### OWNER'S REPRESENTATIVE CONTACT INFORMATION (IF APPLICABLE)

Representative: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

*I understand that it is necessary for me, or my representative, to be present at the Planning and Zoning Commission or Zoning Board of Adjustment meeting when this request(s) is heard. I also understand that failure to appear at the meeting will result in the case being tabled until a later date. I also understand that fees paid are not refundable. I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner or lawful tenant of the property described in the application or, alternatively, that I am authorized to represent the owner(s)/tenant(s) of the property for which the certificate of occupancy is requested.*

***I have read and understand the supplemental information on the reverse side of this application.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

App. Complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Received By:	Date Received:	Permit #:
Application Fee:		Payment Date:	Received By:	Receipt #:



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## DEVELOPMENT APPLICATION INFORMATION

### SUBDIVISIONS/PLATS

Applicants for any subdivision/plat request must provide the following with their completed application:

1. Four (4) copies of a draft plat:
  - a. in accordance with the requirements of the City of Athens Subdivision Ordinance;
  - b. signed and sealed by a surveyor registered within the State of Texas;
  - c. a notarized owner(s) signature;
2. A copy of any existing restrictive covenants/deed restrictions for the property(ies);
3. A copy of any proposed restrictive covenants/deed restrictions for the property(ies); and
4. The application fee.

After review by City of Athens staff and local utility companies to ensure compliance with local and state regulations, the plat will be placed on a City of Athens Planning and Zoning Commission and a City Council agenda for approval.

### SITE PLANS

Applicants for any new site plan or site plan revision must provide the following with their completed application (number of copies to be determined by City Staff):

1. Verification that all taxes and assessments on the subject property have been paid;
2. Copies of the site plan (on 24 inches x 36 inches sheet, and drawn to a known engineering scale that is large enough to be clearly legible);
3. If required, complete sets of engineering/construction plans (including the site plan and plat) for all site work and for all required public improvements;
4. Preliminary plat/final plat submission (as per the Subdivision Ordinance), if the property has not yet been platted, or a replat submission if additional easements or rights-of-way will need to be established for the proposed development;
5. Landscaping plans;
6. Building facade (i.e., elevation) plans (applicable in the PD and CBD districts only);
7. Application and administrative fee for a Tree Removal Permit (if applicable);
8. Any additional information/materials as deemed necessary City staff; and
9. The application fee.

After review by City of Athens staff the developer will be contacted regarding any recommended changes. In the case of site plans for PD overlay districts, the site plan will be placed on a City of Athens Planning and Zoning Commission and City Council agendas for approval.

## VARIANCES

For a variance to be granted, the Zoning Board of Adjustments must find that the following conditions must be met:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of his/her land;
2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
3. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
4. That the granting of the variance will not have the effect of preventing the orderly use of other land within the area in accordance with the provisions of this Ordinance.

**NOTE:** A variance or special exception shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege in developing a parcel of land not permitted by this Ordinance to other parcels of land in the particular zoning district. No variance or special exception may be granted which results in undue hardship upon another parcel of land.

In addition to the application and fee, the applicant requesting a variance must **submit with their application, responses to the following questions.**

1. What regulation are you seeking a variance from?
2. What special circumstances affect your property that are generally not seen in other areas in the same zoning district?
3. How would a strict interpretation of the regulation deprive you of reasonable use of your land?
4. Can reasonable use be made of the property without the variance?
5. How would a strict interpretation of the regulation deprive you of a substantial property right?
6. Will a variance impair the health, safety or general welfare of neighboring properties?
7. Will a variance prevent neighboring property owners of the reasonable use of their land?

After review by City of Athens staff application is complete, the applicant will be notified, and the request will be placed on the next eligible Zoning Board of Adjustment agenda.

## ABANDONMENTS

Applications for an abandonment of a right of way (such as a street or alley) must include the submission of an "Abandonment Plat", signed and sealed by a registered surveyor, which includes:

1. The exact acreage or area involved in the abandonment;
2. The metes & bounds description of the proposed abandonment;
3. A north directional indicator;
4. Labeled streets; and
5. The identity of property owners of those lots immediately adjacent to the portion that is to be abandoned.

After review by City of Athens staff and local utility companies to ensure the right of way is able to be abandoned, the applicant will be notified, and the request will be placed on two consecutive City Council agendas for a first reading and approval.