



## All Zoning, Site Planning, Plat, and Civil Site Design applications must be made electronically through the **Citizen Self Service (CSS) Online Portal.**

Please follow the below directions to submit an application electronically:

1. Create an account on the Town of Addison [Citizen Self Service Online Portal](#). After registering you will be able to apply for your desired application type through this portal. Additional instructions are available [HERE](#).
2. If you need assistance with navigating the CSS Portal, please contact Senior Permit Technician, Beatriz Faustino at 972-450-2880 or [bfaustino@addisontx.gov](mailto:bfaustino@addisontx.gov) for assistance.

**Credit Card payments will be accepted through the online CSS Portal. Once an account is created, you can log into your [Citizen Self Service Online Portal](#) and select [Pay Invoice](#).** If you applied for the permit online, you will see your outstanding invoice. If Town staff processed your application fee via email or phone engagement, an invoice will be emailed to you, which you will then pay through the portal by entering the provided invoice number.

**If you have any questions please call 972-450-7027 or email [developmentservices@addisontx.gov](mailto:developmentservices@addisontx.gov).**



# APPLICATION FOR ZONING AND LAND DEVELOPMENT

To be completed by Town staff:

Application date: \_\_\_\_\_ Application/Fee Received: \_\_\_\_\_ Fee paid: \_\_\_\_\_

## TYPE OF APPLICATION (CHECK ALL THAT APPLY)

ZONING	SUBDIVISION	DEVELOPMENT PLAN APPROVAL	
<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Preliminary Site Plan	<input type="checkbox"/> Concept Plan
<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Planned Development	<input type="checkbox"/> Replat / Amended Plat	<input type="checkbox"/> Civil Construction Set	
<input type="checkbox"/> Zoning Variance	<input type="checkbox"/> Plat Vacation	<input type="checkbox"/> Façade Plan & Building Elevations	
	<input type="checkbox"/> Subdivision Variance	<input type="checkbox"/> Other: _____	

## APPLICANT/PROJECT CONTACT

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

Name: (printed) \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

## PROPERTY OWNER

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

Name: (printed) \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

## PROPERTY DESCRIPTION

Project name: \_\_\_\_\_

Address or location: \_\_\_\_\_ Acreage: \_\_\_\_\_

Legal description: \_\_\_\_\_

Proposed subdivision name (if applicable): \_\_\_\_\_

Existing zoning: \_\_\_\_\_ Existing use(s): \_\_\_\_\_

Proposed zoning (if applicable): \_\_\_\_\_

## REVIEW FEES (SEE FEE SCHEDULE)

### TYPE OF REVIEW

- Zoning Change
- Amending Plat/Plat Vacation
- Final Plat or Replat
- Conveyance Plat
- Special Use Permit
- Concept Plan
- Preliminary Site Plan
- Site Plan
- Façade Plan & Building Elevations
- Landscape Plan
- Civil Construction Set
- Traffic Impact Analysis

### REVIEW FEES

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**TOTAL**

\$ \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

ALL APPLICATIONS must include the following:

- A completed application form with original signatures from the owner and applicant (if multiple approvals are requested in a single submittal, one application indicating all plans is sufficient)
- A legal description of the property (metes and bounds if unplatted; lot, block, subdivision name if platted)
- Additional required documents by project type, and all applicable checklists, signed by preparer
- Application review fee, payable by check to the Town of Addison

SUBMITTAL DRAWINGS should be prepared as follows:

- 22" x 34" sheet size, collated and folded to 8 1/2" x 11" unless otherwise specified
- Blackline prints
- Final submittals of zoning exhibits, plats/replats, site plans, and landscape plans should include an electronic file for each drawing in PDF format

**DESCRIPTION OF REQUEST (ATTACH ADDITIONAL PAGES, IF NECESSARY)**

[Empty box for description of request]