



CITY OF HORSESHOE BAY
 1 Community Drive
 P.O. Box 7765
 Horseshoe Bay, Tx 78657
 830-598-9959

**MULTI DEPARTMENT
 DEVELOPMENT REVIEW COMMITTEE**
 DEVELOPMENT SERVICES
 GIS/POLICE/FIRE/CONSULTING
 FIELD/PLANT/UTILITY SERVICES

Development Guide

Office Use Only First Meeting Date: _____

Appendix C – Development Application

Application Date: _____

Applicant's Name: _____ Telephone: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Owner's Name*: _____ Telephone: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Engineer Name: _____ Telephone: _____

Mailing Address: _____ License#: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Surveyor Name: _____ Telephone: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Legal Description of Property:

Lots: _____ Block: _____ Subdivision: _____

Current Zoning: _____ Proposed Zoning: _____

Current Use: _____ Proposed Use: _____

Purpose of the Application: _____

New Subdivision or Planned Development Application Checklist

- Tax Certificate and deed showing Legal Ownership**
- Plat or Survey:** Survey required if the property is unplatted, one (1) copy at 24" x 36"
- Concept Plan or Site Plan:** Including any data pertinent to the findings required for approval of the application as provided in the pre-application meeting and Development Considerations.
- Estimated Maximum & Average Water Demands, number of LUE's, and fire flow requirements based on project structure types: Residential, Multi-family, Commercial**
- Scope of Work:** A statement describing the nature and operating characteristics of the proposed use of the development.

Development Guide

The complete Development Guide can be found in the City of Horseshoe Bay Code of Ordinances online at www.horseshoe-bay-tx.gov or by request from the Development Services Department. The city may require additional information or maps if they are necessary to enable the DRC to determine whether the change is consistent with the objectives of the adopted Future Land Use Map (FLUM) and the Comprehensive Plan.

- Step 1:** Pre-application conference
- Step 2:** DRC Project Technical Review
- Step 3:** Development Agreement and/or Planned Development Ordinance
- Step 4:** Platting, Rezoning, Variances, CUPs
- Step 5a:** Engineering & Infrastructure Pre-Design Review
- Step 5b:** Engineering Design Review
- Step 6:** Approval of Engineering & Infrastructure Design
- Step 7:** Pre-Construction Meeting
- Step 8:** Construction of Project Improvements
- Step 9:** Final Acceptance of Project

See Development Guide and its Appendices for full information on each step.

Owner Statement* (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS DEVELOPMENT APPLICATION AND THAT WE HAVE RECEIVED AND ACKNOWLEDGE THE DEVELOPMENT GUIDE.

Signature of Applicant	Printed Name	Date
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Signature of Property Owner* (notarized)	Printed Name	Date
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STATE OF TEXAS:

County of _____

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.
Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Seal:

Notary Public in and for the State of Texas

My Commission Expires On

*Include a sheet with Notary Blocks when multiple owners or Corporate entity is listed on the deed provided, for all signatures.