



# DEVELOPMENT APPLICATION

City of Murphy, Texas

NAME OF SUBDIVISION AND/OR PROJECT: \_\_\_\_\_

## ITEMS SUBMITTED –

	Filing Fee*		Filing Fee*
<input type="checkbox"/> P & Z Work session	_____ *	<input type="checkbox"/> Construction (Preliminary Plat)	_____ *
<input type="checkbox"/> Land Study/Concept Plan	_____ *	<input type="checkbox"/> Final Plat (As-Built) <i>Complete Checklist</i>	_____ *
<input type="checkbox"/> Site Plan	_____ *	<input type="checkbox"/> Amended/ Minor Plat	_____ *
<input type="checkbox"/> Sign Plan / Appeal	_____ *	<input type="checkbox"/> Vacation of Plat	_____ *
<input type="checkbox"/> Elevation/Facade Plan/Materials Board	_____ *	<b>Attach the following with Plat Application:</b> Engineering Plans – five (5) bound sets General Tree Survey Traffic Impact Analysis***	
<input type="checkbox"/> Landscape and Irrigation Plan	_____ *		
<input type="checkbox"/> Screening wall/Fence Plan	_____ *		

**Attach the following with Plat Application:**  
 Engineering Plans – five (5) bound sets  
 General Tree Survey  
 Traffic Impact Analysis\*\*\*

**TOTAL FEE SUBMITTED \$** \_\_\_\_\_

\* Refer to Current Fee Schedule, application is incomplete without the proper filing fee(s). \*\*\*Contact the City Planner to determine if a Traffic Impact Analysis (TIA) is required. If required, your application will not be accepted until the TIA is submitted.

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 # of Lots/Tracts: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_  
[If a PD, attach a copy of the ordinance to this application]

**OWNER'S NAME:** \_\_\_\_\_ **Contact 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: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**NOTES:**

**SUBMITTAL DEADLINE: 20 DAYS PRIOR TO P&Z MEETING DATE, except residential replats.**

**RESIDENTIAL REPLATS DEADLINE AT LEAST 30 DAYS PRIOR TO P&Z MEETING** to allow time for public hearing notification – application must include a letter waiving 30-day review time. See attached "Submittal Schedule".

**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. [Drawings will not be returned to applicant.]

**SUBMISSIONS.** Failure to submit all materials (including full engineering plans, general tree survey, and traffic Impact Analysis, if applicable) to the City with this application will result in delays scheduling the agenda date. Submit Fifteen (15) FOLDED Copies of Drawing(s) 24"x36" Prints [1"=100' scale] + one (1) 11X17 + one (1) Electronic Copy (formatted on a 24x36 sheet) in PDF & JPEG Format on a CD to Community Development Department by the Submittal deadline. [Submittal Schedule attached]

**NOTICE OF PUBLIC RECORDS.** The submission of plans/drawings/etc. 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/etc.) will be

Office Use Only:

NAME OF SUBDIVISION AND/OR PROJECT: \_\_\_\_\_

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

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

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed in the foregoing instrument and acknowledge to me that he executed the same for the purposes and considerations therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, AD, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for the State of Texas, County of \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Owner)

\_\_\_\_\_  
 (Date)

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed in the foregoing instrument and acknowledge to me that he executed the same for the purposes and considerations therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, AD, \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public in and for the State of Texas, County of \_\_\_\_\_

**SUBMITTAL CHECK LIST**

Applicant Initial Below

City Initial Below

	Signed & Notarized <b>Application</b> 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 policy; or document approved by the City Planner)	
	<b>Tax Status Certificate</b>	
	<b><u>FOLDED</u> drawings/plans</b> - Fifteen (15) sets 24 X 36 and one (1) – 11 x 17 and one (1) Electronic Copy (formatted on a 24x36 sheet) in PDF& JPEG Format on a CD	
	<b>Engineer's Summary Report</b> which describes the overall nature and scope of the proposed development.	
	<b>30 Day Waiver</b> for Residential Replats, SUP's, & Zoning Change Request	



**COMMUNITY DEVELOPMENT  
DEPARTMENT  
2010  
Development Process Calendar**

<b>Submittal Deadline Noon</b>	<b>Development Review Committee</b>	<b>Review Comments Sent</b>	<b>Submittal Complete Date</b>	<b>P&amp;Z Commission Meeting Date</b>
December 28	December 31	January 11	January 15	January 25
January 25	January 28	February 8	February 12	February 22
February 22	February 25	March 8	March 12	March 22
March 29	April 1	April 12	April 16	April 26
April 26	April 29	May 10	May 14	May 24
May 31	June 3	June 14	June 18	June 28
June 28	July 1	July 12	July 16	July 26
July 26	July 29	August 9	August 13	August 23
August 30	September 2	September 13	September 17	September 27
September 27	September 30	October 11	October 15	October 25
October 25	October 28	November 8	November 12	November 22
November 15	November 18	November 29	December 3	December 13

- All development applications are heard by both the Planning and Zoning (P&Z) Commission and City Council.
- Application submittal deadlines are **Noon** on the date listed.
- Staff comments are provided via written response. At this time, meetings related to DRC review will be scheduled at the discretion of Murphy staff or at the applicant's request. Meetings (when held) are held in Murphy Conference Room 243, Murphy City Hall, 206 North Murphy Road, Murphy, Texas.
- All DRC comments must be addressed on resubmitted plans. A written response, referencing numbered staff comments, and original

mark-up must accompany the plan re-submittal.

- Submission of plans by a particular submittal date **does not** guarantee automatic scheduling for a specific P&Z Commission meeting date.
- The P&Z Commission meets on the 4<sup>th</sup> Monday each month at 6:30 pm in the Council Chambers, City Hall, 206 North Murphy Road, Murphy, Texas.
- The City Council meets on the 3<sup>rd</sup> Monday each month at 6:00 p.m. in the Council Chambers, City Hall, 206 North Murphy Road, Murphy, Texas.
- **P&Z and City Council meetings are subject to cancellation at the discretion of the P&Z Commission and City Council.**

**Community Development Department**

**Effective June 1, 2009**

**Section 1 - Zoning Fees**

Annexation Request	\$1,000
Zoning Verification Letter	\$50
Pre Application Work Session	\$0
Zoning Work Session	\$200
Zoning Request	\$1,000
Specific Use Permit:	
Residential	\$1,000 + \$50/acre
Commercial	\$1,000 + \$50/acre
Planned Development	\$1,000 + \$50/acre
Planned Development District (New):	\$1,000 + \$50/acre
Planned Development District (Amendment of Conditions)	\$500

**Section 2 - Development Fees**

Concept Plan	\$500
Construction (Preliminary) Plat:	
Residential	\$500+ \$50/acre
Commercial Planned Development	\$500+ \$50/acre
Final Plat (also known as "As- Built" or "Record Plat")	
Residential	\$500 + \$50/acre
Commercial and/or Planned Development	\$500 + \$50/acre
Replat	\$500 + \$50/acre
Amended/Minor Plat	\$500 + \$50/acre
Vacation of Plat	\$500 + \$50/acre
City Tax Certificates	Issued by County
Street Name Change (after Construction Plat)	\$250 + cost of new blade
Traffic Impact Analysis Review	\$1000 or 100% of Consultant Cost
Parkland Dedication	\$1,200.00/lot



**Fee Schedule**

**Community Development Department**

Sidewalk Escrow	Cost per City Engineer
Street Escrow	Cost per City Engineer
Impact Fees – Ord. 07-02-717	
Water	\$883.43 per service unit
Sewer/Wastewater	\$2715.22 per service unit
Engineering Inspection Fees	4% of public improvements
2-Year Maintenance Bond	100% of cost of public improvements
Utility Inspection Fee for After Regular Business Hours and Weekends:	
	\$50 per hour, per Inspector, \$100 minimum

**Appeal Boards**

Zoning Board of Adjustment:

Residential (Homestead)	\$200
Residential –Other/Commercial	\$300

Building Standards Commission:

Residential	\$200
Commercial	\$300



## Development Process Timeline

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### Community Development Department

City Applications, Checklists, Submittal Schedule, Fee Schedule, Zoning Code and Subdivision Regulations are available online at [www.murphytx.org](http://www.murphytx.org) under Community Development.

#### 1. SUBMITTAL PROCESS

A complete application must be submitted in accordance with the City submittal schedule. Submit the following:

- Submit original complete application, fees, and required drawings to Jeff Bickerstaff, Assistant City Manager directly to 206 North Murphy Road, Murphy, Texas 75094.

#### Components of Complete Application

- An application form available in the Community Development Department
- Verification that all taxes and assessments on the subject property have been paid
- Payment of the appropriate fee
- Proof of land ownership, such as one of the following:
  - General Warranty Deed
  - Special Warranty Deed
  - Title Policy
- Any applicable development agreement (if any)
- **Engineer's Summary Report** that includes the following:
  - Overall nature and scope of the proposed development
  - Current zoning of the property (including the ordinance number)
  - Proposed use of the property
  - Proposed acreage, lot sizes, lot widths, lot depths and number of lots
  - Special amenities of facilities
  - How the property will be served by required utilities and services
  - How storm water drainage will be handled
  - Itemization of any waivers/suspensions being sought (if any)
- Letter from TxDOT acknowledging and approving any proposed driveway locations, median cuts and left turn lanes (if applicable)
- Letter from applicable service providers verifying their ability to adequately serve the proposed development.
- Letter from either the Plano Independent School District or Wylie Independent School District acknowledging the size, location and timing of the proposed development and any desire for a school site (if applicable)

### Community Development Department

**NOTE:** A receipt will NOT be issued at time of submittal. The City has eleven (11) days to process all applications to ensure it is complete and assign the “official submittal date”.

**NOTE:** ALL items will be stamped by the City with the received date; however, this date does not constitute the “Official Submittal Date”.

## 2. SUBMISSION REQUIREMENTS

Each application shall contain the following (all required items/information must be received by the Community Development Department in order for any type of application to be considered complete – **incomplete submissions will not be reviewed until all deficient items and information have been received**).

### Drawings

- **Fifteen (15) FOLDED** copies on a 24" x 36" sheet
- **One** copy on an 11" x 17" reduction
- **One (1)** electronic copy (formatted on a 24" x 36" sheet) in **PDF** on a CD.
- Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the Community Development Department

Depending on what type of application you are submitting, please see the following submittal requirements.

### Construction Plat

- Development Application
- Construction Plat Checklist
- Tree Preservation Checklist
- Residential Screening Plan Checklist (if applicable)
- Approved Plant List
- Submittal Deadlines
- Fee Schedule

### Final Plat

- Development Application
- Final Plat Checklist
- Submittal Deadlines
- Fee Schedule

### Replat

- Development Application
- Replat Checklist
- Tree Preservation Checklist (if applicable)
- Residential Screening Plan Checklist (if applicable)
- Approved Plant List (if applicable)
- Submittal Deadlines

**Community Development Department**

- Fee Schedule

**Minor Plat**

- Development Application
- Minor Plat Checklist
- Tree Preservation Checklist
- Residential Screening Plan Checklist (if applicable)
- Approved Plant List
- Submittal Deadlines
- Fee Schedule

**Amended Plat**

- Development Application
- Amended Plat Checklist
- Tree Preservation Checklist (if applicable)
- Residential Screening Plan Checklist (if applicable)
- Approved Plant List (if applicable)
- Submittal Deadlines
- Fee Schedule

**Development Plat**

- Development Application
- Development Plat Checklist
- Tree Preservation Checklist
- Residential Screening Plan Checklist (if applicable)
- Approved Plant List
- Submittal Deadlines
- Fee Schedule

**Vacated Plat**

- Development Application
- Vacated Plat Checklist
- Submittal Deadlines
- Fee Schedule

**Zoning Application**

- Zoning Application
- Site Plan Checklist
- Tree Preservation Checklist
- Residential Screening Plan Checklist (if applicable)
- Landscape Plan Checklist
- Approved Plant List
- Façade Plan Checklist
- Zoning Hearing Preparation Checklist
- Submittal Deadlines

**Community Development Department**

- Fee Schedule

**Site Plan**

- Development Application
- Site Plan Checklist
- Tree Preservation Checklist
- Landscape Plan Checklist
- Approved Plant List
- Façade Plan Checklist
- Submittal Deadlines
- Fee Schedule

**Staff Review and Comments**

The initial drawings will be routed to the following persons for comment. You will receive a written response from the following staff members listing any outstanding issues and/or concerns.

- City Planner
- City Engineer (Consulting Engineer)
- Building Official
- Director of Public Works
- Fire Chief
- Police Chief
- Applicable service providers (if necessary)

A **written** summary of revisions and revised copies of drawings are to be submitted to the City Planner for Planning and Zoning Commissioner's review and action.

- **Fifteen (15) FOLDED** copies on a 24" x 36" sheet
- **One (1)** copy on an 11" x 17" reduction (folded to an 8 ½" x 11" page)
- **One (1)** electronic copy (formatted on a 24" x 36" sheet) in **PDF** and **JPG**

**3. PLANNING AND ZONING COMMISSION MEETING**

The agenda will be completed 72 hours prior to the meeting. The agenda shall be posted at City Hall for public notice and on the City's website at <http://www.murphytx.org>. Agendas will no longer be emailed or faxed.

An applicant or representative shall be present to give a brief, no more than ten-minute, project overview and/or presentation. An easel will be provided for display boards. If you have any additional needs, contact Jeff Bickerstaff, Assistant City Manager no later than the Thursday prior to the meeting date. The applicant or representative should be prepared to answer questions that the Commissioners or City Staff may have regarding the project.

**Community Development Department**

**4. AFTER THE PLANNING AND ZONING MEETING**

Applicant shall submit revised drawings to City Planner, and City Engineer no later than Noon the Monday following the meeting. Approved items will be placed on the City Council's Agenda in accordance with the schedule. **(No exceptions will be made – due to time restraints).** The submittal shall be as follows:

- **Two (2) FOLDED** copies on a 24" x 36" sheet
- **Fifteen (15)** copies on an 11" x 17" reduction (folded to an 8 ½" x 11" page)
- **One (1)** electronic copy (formatted on a 24" x 36" sheet) in **PDF** and **JPG** on CD.

**5. CITY COUNCIL MEETING**

City Staff will give the Council an overview and their recommendation. A representative shall be present for any questions. Presentations should be arranged with City Manager no later than Thursday prior to the meeting date.

**6. AFTER THE CITY COUNCIL MEETING**

The applicant shall provide the following copies **NO** later than 30 days after the City Council meeting. Staff will record plats with Collin County within 30 business days and return necessary copies to the applicant.

- **Three (3) Mylar** on a 24" x 36" sheet with original signatures
- **Two (2) black line prints** on a 24" X 36" sheet with original signatures
- **One (1)** electronic copy each (formatted on a 24" x 36" sheet) in **PDF** and **AutoCAD**

**7. PERMITTING**

**Development Permits**

No construction work of any type shall begin prior to a pre-construction meeting with the City Staff and the issuing of a Development Permit. Contact Director of Public Works at 972-468-4000.

**Building Permits**

An applicant may file application for Building Permits after City Council approval. All necessary Building Permit and Impact Fees are due at permitting. The Permitting Process may take up to 30 business days. All plan review fees will be due to the City of Murphy prior to building permit being issued.

You shall contact the City Permit Clerk (972-468-4100) for all Building Permit and Inspection questions.