

## SUBMITTAL REQUIREMENTS

Applications submitted without all the required documents will not be reviewed or processed and will be returned to the applicant for resubmittal. Please be sure that all required elements are included. If you have questions on any of these elements, please call the Planning and Development Department at (972) 875-6442.

REQUIRED DOCUMENTATION	
1. Zoning Application	<input type="checkbox"/>
2. Application Fee(s) – payable to the City of Ennis	<input type="checkbox"/>
3. Proof of ownership: If not shown as current owner of record by the taxing authority, then provide a copy of the recently executed deed for the property establishing ownership (note: applicants acting as authorized agents may be required to provide a written owner signed and notarized statement of authorization)	<input type="checkbox"/>
4. Clear and legible metes and bounds description of the property from a Registered Professional Land Surveyor in MS Word format (printed copy and digital copy via drive/email, <u>no CDs</u> )	<input type="checkbox"/>
5. Five (5) copies of 18" x 24" SCALED, blue or black line drawings of the "Zoning Exhibit", drawn by a Registered Professional Land Surveyor, showing current and proposed zoning, which includes the exact acreage or area involved in the zoning, the metes & bounds description of the acreage or area to be zoned, the identity of the adjoining property owners, a North directional indicator, an "Area" inset map, and as-built survey information (such as property lines, easements, existing structures, etc.)	<input type="checkbox"/>
6. One (1) copy of the "Zoning Exhibit" in an 8.5" x 11" format (printed copy and digital copy in PDF format via drive/email, <u>no CDs</u> )	<input type="checkbox"/>
7. Two (2) copies of written narrative describing the use, operation, etc., and how the zoning change requests meets the purpose and intent of the zoning district being requested (printed copies and digital copy in PDF format via drive/email, <u>no CDs</u> )	<input type="checkbox"/>
8. Three (3) copies of concept or development plan Exhibit – minimum size 18" X 24" and maximum size of 24" X36" (required for PD and RMU zoning district requests) (printed copies and digital copy in PDF format via drive/email, <u>no CDs</u> )	<input type="checkbox"/>
9. For any property located within Rice Water, Rockett SUD or Community Water Company's service area: A letter of intent to serve the proposed development must be submitted. Letter of intent to serve is required to address the ability to adequately provide fire protection to the site.	<input type="checkbox"/>