



Prior to submitting this application please schedule a pre-development meeting with the Planning Staff.

Pre-Development Meeting Date: \_\_\_\_\_

Application Date: \_\_\_\_\_

**Contact Information**

Property Owner Name		Applicant Name*	
Property Owner Mailing Address		Applicant Mailing Address	
Property Owner Phone Number(s)		Applicant Phone Number(s)	
Property Owner Email		Applicant Email	

Surveyor/Engineer/Contractor	
Mailing Address	
Phone Number(s)	
Email	

**Property Information:**

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

Lots: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Current Use: \_\_\_\_\_

**Description of Request:**

**The applicant will submit the following with this application:**

- A. All required documents listed on the Checklist
  - B. Application Fee:
 

Base:	\$250.00
GIS:	\$15.00
<b>Total:</b>	<b><u>\$265.00</u></b>
- (All checks payable to City of Marble Falls)

Office Use Only
Staff Initials _____
Date Received _____

***All information/items on the checklist of this application must be supplied at the time of submittal. If all information/items are not submitted the application will not be accepted.***

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

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

Date \_\_\_\_\_

**\*If the owner is not the applicant, the owner statement must be submitted along with this application.**



**Checklist**

***All information/items on the checklist of this application must be supplied at the time of submittal. If all information/items are not submitted the application will not be accepted.***

	Item	City Staff Initials
	Pre-development meeting with staff	
	Completed Application	
	Application filing fee	
	Owner Authorization if owner is not applicant	
	Detailed written statement documenting the reason for the variance	
	Renderings of proposed sign(s) including type of sign, sign dimensions, and percentage of masonry (if applicable)	
	Site Plan, and any other maps all sufficiently dimensioned to show the following: <ul style="list-style-type: none"> <li>• The date, scale, north arrow, title, owner name, and name of person preparing the site plan</li> <li>• The location and dimensions of boundary lines, easements, and required yards and setbacks</li> <li>• Location of buildings on the site</li> <li>• Location of existing detached signs within 75 feet of proposed signs (if applicable)</li> </ul>	
	Tax Certificate or Warranty Deed showing ownership	

Additional information other than what is listed on this checklist may be required for the evaluation of the request. The planning staff will notify you if any other information is required once a preliminary review has been completed.

**The applicant/owner must attend the Planning & Zoning Commission meeting. The applicant/owner will be notified of the meeting date once the completeness review is done and the application is deemed complete.**