



ZONING APPLICATION

Planning and Development Department

Submittal Policy

Upon completion of a pre-application conference with town staff, application is due no later than 12:00pm on the application submittal deadline. All required fees, forms and supporting documents are due at the time of application submittal. Incomplete applications and/or application submitted without a prior pre-application conference will not be accepted.

All applications shall not be considered filed, and administratively complete, until town staff, including the Development Review Committee (DRC), determines that the application meets all requirements of applicable town regulations and/or all DRC comments have been addressed. Applications will not be scheduled for consideration by the Planning and Zoning Commission and the Town Council until all comments have been addressed and required items submitted. Therefore, meeting consideration dates on the [Development Review Calendar](#) are merely shown as guidelines and are subject to change for any given application pending the filing date and determination of administrative completeness by town staff for said application.

Any development related application, including any revisions responsive to staff comments, shall NOT be accepted at the front counter. Application and revisions will only be accepted through a **pre-scheduled** appointment with a pertinent member of Town development review staff. The purpose of the appointment requirement is to ensure all required items are included and/or addressed prior to acceptance by the Town.

Application Submittal Checklist

Applicants must submit the following information for the application to be deemed complete and accepted. An application missing any of the items below will be considered incomplete and cannot be processed until the missing items are provided. All information must be submitted following the specifications listed in the [Development Submittal Guidelines](#) document.

- Pre-Application Meeting Held
- [Application fees](#) furnished
 - **Payment is accepted by check, credit card (3% charge), or [ACH](#). Pay by credit card at the front counter or online. Make checks out to [Town of Westlake](#) and mail or submit to the address below:**

1500 Solana Blvd. Bldg. 7, Suite 7200
Westlake, TX 76262
- Rezoning Request (mm-dd-yyyy)**
 - Written description of proposal
- [Zoning request checklist](#) filled out
 - [Concept Plan Checklist](#) or [Development Plan Checklist](#) filled out

1500 Solana Blvd, Bldg. 7, Ste 7200 | Westlake, TX 76262 | www.westlake-tx.org

Phone: 817-430-0941 | Email: planning@westlake-tx.org



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** Town Staff Only **

<u>Item</u>	<u>Date</u>	<u>Staff Signature</u>
<input type="checkbox"/> Pre-Application Meeting:	_____	_____
<input type="checkbox"/> Application Submittal:	_____	_____
<input type="checkbox"/> Application Fees Furnished:	_____	_____
<input type="checkbox"/> Application Accepted for Review:	_____	_____

Case Number: _____

Total Fees: _____

Description of Property

Project Name:
(e.g., Starbucks, QuikTrip, etc....) _____

Project Address:
(e.g., 1234 Westlake Pkwy) _____

Tax Parcel IDs: _____

General Location:
(e.g., Northeast Corner of Westlake Pkwy and SH 114) _____

Subdivision Name:
(e.g., Entrada, Solana, Westlake Corners, etc....) _____

Lot(s): _____

Block(s): _____

Survey Name(s): _____

Abstract(s): _____

Tract(s): _____

Development Statistics

Current Zoning:
[\(Zoning Map\)](#) _____

Proposed Zoning
(e.g. PD, O, R-1, R-2, etc....) _____

Current Land Use:
[\(Land Use Map\)](#) _____

Proposed Land Use:
(e.g. Single Family, Office, Mixed-Use, Retail, etc....) _____

Current Lots: _____

Proposed Lots: _____

Commercial (sf): _____

Total Acres: _____



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Applicant/Developer Information

Company:

(e.g. Starbucks)

Contact:

(e.g. John Smith)

Address:

(e.g. 123 Happy Lane)

City, State, ZIP:

(e.g. Westlake, TX 76262)

Email:

(e.g., John.smith@gmail.com)

Phone:

(e.g. 555-555-5555)

Owner Information

Company:

(e.g. Starbucks)

Contact:

(e.g. John Smith)

Address:

(e.g. 123 Happy Lane)

City, State, ZIP:

(e.g. Westlake, TX 76262)

Email:

(e.g., John.smith@gmail.com)

Phone:

(e.g. 555-555-5555)



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Designation of Agent Form

I hereby authorize the person designated below, to act in the capacity as my agent for the application, processing and the representation of this request. The designated agent shall be the principal contact person with the Town of Westlake (and vice versa) in processing and responding to requirements, information requests or other issues relative to this request.

PROPERTY OWNER

Printed Name: _____

Signature: _____

Date: _____

APPLICANT

Printed Name: _____

Signature: _____

Date: _____

DESIGNATED AGENT

Printed Name: _____

Signature: _____

Date: _____

Property Address: _____

City, State, ZIP: _____

Email: _____

Phone: _____