

APPLICATION REQUIREMENTS

FOR DEVELOPMENT AGREEMENT REQUEST

- Summary letter, to include a description of any future plans for the property, description of existing conditions on the property, and any other information relevant to understanding the project.
- Property Information
 - Location/Address of Property(s)
 - TCAD Property ID(s): http://www.traviscad.org/property_search.html
 - Legal description of property
 - Future Land Use Map Designation
 - FEMA Floodplain Panel(s)
 - Watershed
 - If currently a Development Agreement, identify said agreement
- Applicant and Property Owner Contact Information; lienholder contact information, as applicable
- Original Property Tax Certificate demonstrating all taxes paid to date
- Deed
- Notarized Statement Attesting to Land Ownership
- If applicable, notarized consent to the annexation application from each lienholder on the property.
- Notarized Authorization to Apply on Behalf of Owner (if applicant different than owner)
- Signed and sealed Survey and Metes and Bounds description of property to be included in the Development Agreement
 - Include existing conditions, structures, and site features as exhibits to the survey
- Concept Plan depicting future plans for the property. See section 32.02.006 for details regarding concept plans.

