



# City of Montgomery Land Use Application

Land use applications will not be considered complete and will not be accepted until all property owners have signed this application

Land Use #: \_\_\_\_\_

## I. Property Owner Information

Owner #1:

\_\_\_\_\_  
(Name) (Address) (City) (State) (ZIP)

\_\_\_\_\_  
(Phone #) (E-mail) (Fax)

Owner #2:

\_\_\_\_\_  
(Name) (Address) (City) (State) (ZIP)

\_\_\_\_\_  
(Phone #) (E-mail) (Fax)

*(If there are more than two owners, please attach an additional page to provide their information & signature.)*

## II. Main Contact Person (if other than the above listed property owners)

\_\_\_\_\_  
(Name) (Address) (City) (State) (ZIP)

\_\_\_\_\_  
(Phone #) (E-mail) (Fax)

## III. Property Information

Address of Property: \_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Legal Description (From Deed or Certificate of Title): \_\_\_\_\_

*(If additional space is needed, please attach an additional page.)*

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

Property Described Is By: ☐ Abstract ☐ Torrens – Certificate #: \_\_\_\_\_

Location of Certificate: \_\_\_\_\_

Description of Request: \_\_\_\_\_

*(If additional space is needed, please attach an additional page.)*

#### IV. Application Request

- |  |   |
|--|---|
| <input type="checkbox"/> <b>SUBDIVISION OF LAND</b>                                      | <input type="checkbox"/> <b>VARIANCE</b> (escrow \$2,000)                   |
| <input type="checkbox"/> <b>Minor Subdivision</b> (\$300)/ <b>Lot Combination</b> (\$50) | <input type="checkbox"/> Residential (\$350)                                |
| <input type="checkbox"/> <b>Minor Split in Unincorporated Area</b> (\$200)               | <input type="checkbox"/> Commercial / Industrial (\$350)                    |
| <input type="checkbox"/> <b>Subdivision</b> (escrow \$15,000)                            |   |
| <input type="checkbox"/> Sketch (\$0)  | <input type="checkbox"/> <b>CONDITIONAL USE PERMIT</b> (escrow \$2,000)     |
| <input type="checkbox"/> Preliminary (\$250)   | <input type="checkbox"/> Amending Application (\$350)                       |
| <input type="checkbox"/> Final (\$300)   | <input type="checkbox"/> Standard Application (\$350)                       |
| <input type="checkbox"/> <b>Planned Unit Development (PUD)</b>                           | <input type="checkbox"/> <b>INTERIM USE PERMIT</b> (escrow \$1,000)         |
| <input type="checkbox"/> Preliminary Plan (\$250)  | <input type="checkbox"/> Amending Application (\$300)                       |
| <input type="checkbox"/> Final Plan (\$300)  | <input type="checkbox"/> Standard Application (\$300)                       |
| <input type="checkbox"/> PUD Amendment (\$300)   | <input type="checkbox"/> <b>COMP PLAN/CODE AMENDMENTS*</b> (escrow \$1,500) |
| <input type="checkbox"/> <b>Expedited Land Subdivision</b>                               | <input type="checkbox"/> Comp Plan Amendment (\$300)                        |
| <input type="checkbox"/> Sketch (\$0)  | <input type="checkbox"/> Code/Text Amendment (\$250)                        |
| <input type="checkbox"/> Preliminary/Final (\$600)                                       | <input type="checkbox"/> Rezone Request (\$250)                             |
| <input type="checkbox"/> <b>Site Plan Review (\$16)</b>                                  | <input type="checkbox"/> <b>VACATION</b>                                    |
| <input type="checkbox"/> <b>MUNICIPAL BOUNDARY ADJUSTMENTS</b>                           | <input type="checkbox"/> Easements (\$200)                                  |
| <input type="checkbox"/> Annexation (\$250 + \$5 / Acre up to \$600)                     | <input type="checkbox"/> Right-of-Way (\$200)                               |
| <input type="checkbox"/> Detachment (\$250 + \$5 / Acre up to \$600)                     | <input type="checkbox"/> <b>OTHER:</b> _____                                |
| <input type="checkbox"/> <b>LAND ALTERATION PERMIT (\$100)</b>                           |   |

#### V. Notice of Fees and Authorization of Application

The City Fee Schedule states that the property owner shall reimburse the City for all related costs generated by this application. Such expenses may include, but are not limited to, overhead costs (printing, mailing, supplies, etc.) and fees paid to consultants and other professionals (primarily legal and engineering). These fees are due immediately upon notification by the City, and if not paid, will be assessed to the owner(s) of the subject property. Upon request, the City will provide an itemized statement of the various expenses incurred by the City as a result of the application. The City reserves the right to withhold final action on a land use application and/or rescind prior action until all fees are paid. The City may also require deposits if deemed necessary.

**In signing this application, you are acknowledging that you have read the above statement and fully understand that you are responsible for all costs incurred by the City in processing and reviewing this application. Signing below is also authorizing City staff, commission members, council members to access and inspect the property during the application period.**

#### Property Owner Signatures:

Property Owner #1: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner #2: \_\_\_\_\_ Date: \_\_\_\_\_

**Administrative Use:**

Date Application Received: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Deposit: \_\_\_\_\_

**For Office Use Only:**

Date of Public Hearing: \_\_\_\_\_ Ordinance Section: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ by the **Park and Recreation Board** on \_\_\_\_\_

Subject to the following conditions:

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Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ by the **Planning & Zoning Commission** on \_\_\_\_\_

Subject to the following conditions:

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Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ by the **City Council** on \_\_\_\_\_

Subject to the following conditions:

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