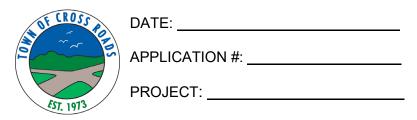
## TOWN OF CROSS ROADS DEVELOPMENT APPLICATION



Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

## **DEVELOPMENT APPLICATION**

Zone Change	Technical Site Plan	Grading Miscellaneous
Land Owner Name		Signature
Owner Mailing Address		
Owner Contact Phone		Email
Applicant Name		Signature
Project Contact Mailing Addre	ess	
Project Contact Phone		Email
Proposed Project Name		Location
Abstract, Lot, Block		DCAD ID
Current Zoning		Requested Zoning
Number of Lots		Acres
	REQUIRED SUBMISSIO	N DOCUMENTS
<ol> <li>Legal Description and subdivision name with</li> <li>Map - A location map distance to nearest th</li> <li>Site Plan (Commercial Drawings: one full, two</li> </ol>	h lot and block number. clearly showing the site in reproduction of the control o	d and attached separately or the elation to adjacent streets and by email on submission day.



# Town of Cross Roads 3201 US 380, STE 105 ● Cross Roads, Texas 76227 ● 940.365.9693

### PROFESSIONAL SERVICES DEPOSIT INFORMATION

All submissions requiring the services of the Town Civil Engineer and/or the Town Attorney, including, but not limited to platting, construction plans and planned development applications, will be required to place a Professional Services Deposit at the time of project submission per Town of Cross Roads Code of Ordinances, Chapter 10, Article 9 FILING FEES AND CHARGES:

#### Sec. 10.09.001 Fee structure

- (a) The town shall determine the base fees and charges for plat review. The town council shall adopt a fee schedule.
- (b) Fees shall be charged on all plats, regardless of action taken by the planning and zoning commission and whether the plat is approved or denied by the town council.
- (c) If the amount deposited is less than the actual cost of reviewing and processing the plat, the balance shall be collected before final consideration of the plat. An administrative fee equal to fifteen percent (15%) of the total of the application fee and processing costs in excess of the original fee will be charged.
- (d) The town may also assess against the applicant, developer or subdivider additional costs incurred by the town for engineering fees and legal fees associated with the review and consideration of a plat in the amount incurred by the town. The payment of these additional fees shall be a condition of plat approval or a prerequisite to the acceptance of any improvements or the issuance of any building permits.

#### Sec. 10.09.002 Procedure

All fees or charges shall be paid in advance and no action of the planning and zoning commission or any other board or agency shall be valid until the fee or charge has been paid to the town.

Applicants will be billed monthly for any professional services incurred in the previous month. The professional services deposit made at time of submission will be in an amount as indicated on the Town's fee schedule and will be used towards the last invoice incurred for the project. Applicant will be billed if last invoice exceeds the Professional Services Deposit. Any remaining balance upon project and invoice completion will be refunded to the applicant.

	PROFESSION	AL SERVICES CONTACT INFORMATION	
Name:			
Email:			
Phone:			
Address: _			
Project:			
have read a	nd acknowledge the Profession	al Services Deposit Process.	
Applicant's	Signature	Date	
Town of Cros	ss Roads' Use Only	Date completed application received:	
		Amount Deposited:	
		Receipt Number:	
	1	Professional Services Deposit Number:	