

# City of Temple Universal Application

<https://www.mygovernmentonline.org>

## List of Projects Provided & Information Needed for Application

1 <sup>st</sup> & 3 <sup>rd</sup> Overlay Appeal	Masonry Exception-Residential	Plat - Vacation
I-35 Appeal	Masonry Exception-NON-Residential	Rezoning
I-35 Site Plan Review	Park, Facility or Street Renaming	Sketch/Concept Plan
Abandonment	Planned Development (PD)	Street Use License (SUL)
Appeal of Administrative Decision	Planned Development Site Plan	TMED – Site Plan Review
Conditional Use Permit (CUP)	Plat – Amending/Minor	TMED – Variances/Warrants
Cost Sharing Offsite Participation	Plat – Final	Variance (Board of Adjustment)
Exception	Plat - Preliminary	Voluntary Annexation

**\* = REQUIRED Information on the MGO Planning Application**

**PROJECT DESCRIPTION: \***

**PROJECT INFORMATION:**

Residential	Commercial	Property Platted	Property Not Platted	ETJ
<b>Project Name: *</b>		<b>Parcel(s) Tax ID#: *</b>		
Project Address (Location): Total Acres:				
Lot: Block: Subdivision:				
Cabinet #:		Slide #:		
Outblock (if not platted):				
Brief Description of Project:				
Current Zoning:		# of Existing Lots:	# of Existing Units:	
Proposed Zoning:		# of Proposed Lots:	# of Proposed Units:	

**APPLICANT / CONTACT INFORMATION: \*** *(This will be the PRIMARY contact; please ensure email address is legible)*

Name:	Company Name:		
Address:	City:	State:	Zip:
Phone:	Cell #:		Fax #:
Email Address:			

**PROPERTY OWNER INFORMATION:**

Name:	Company Name:		
Address:	City:	State:	Zip:
Phone:	Cell #:		Fax #:
Email Address:			

**DEVELOPER ENGINEER SURVEYOR INFORMATION: (Please ensure email address is legible)**

Name:	Company Name:		
Address:	City:	State:	Zip:
Phone:	Cell #:		Fax #:
Email Address:			

## City of Temple Universal Application Checklist of Documents Required for Projects

Submittal Requirements <i>All Checklists are available on Planning Applications webpage</i>	All Plats	CUP & PD	Rezoning	I-35 & 1 <sup>st</sup> & 3 <sup>rd</sup> Appeals	TMED	ZBA Variance	Abandonment	Street Use License (SUL)	Voluntary Annexation
<b><i>MEET WITH A PLANNER PRIOR TO A SUBMITTAL REQUEST</i></b>		✓		✓	✓	✓		✓	
Complete Online Universal Application in MGO <a href="https://www.mygovernmentonline.org/">https://www.mygovernmentonline.org/</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓
Utility Providers-see attached link	✓								
Field Notes ( <i>must be signed and stamped by engineer</i> ) or Lot and Block Description	✓	✓	✓	✓	✓	✓	✓	✓	✓
Applicant Plat Checklist	✓								
I-35 Checklist				✓					
TMED Checklist					✓				
Abandonment Checklist							✓		
SUL Checklist								✓	
<b>Scaled Site Plan</b>		✓		✓	✓	✓	✓	✓	
Drainage Letter or Drainage Report ( <i>for residential subdivisions</i> )	✓								
Elevations		✓		*	✓				
Landscape Plan				*	*				
Lighting Plan				*	*				
Applicable Photographs									
Fee	✓	✓	✓	NA	NA	✓	✓	✓	
Survey							✓	✓	✓
Petition for Annexation per Sec. 43.028 of Texas Local Government Code									✓
Request 811 Locate							✓	✓	

*\* May be required depending on nature of Appeal/Variance*

Total valuation of proposed improvements for any project only located in **1<sup>st</sup> & 3<sup>rd</sup>/TMED/I-35**:     \$ \_\_\_\_\_

Applicable Applications, Forms, and Checklists can be found [here](#).

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## FEE SCHEDULE

**ONLINE PAYMENT ACCEPTED –**

**NOTE: TEMPLE DOES NOT ACCEPT AMERICAN EXPRESS**

Abandonment:	\$100.00 for filing fee <b>only</b> ; (3 <sup>rd</sup> Party Broker's Opinion or Appraisal fee will be Applicant's responsibility)
Board of Adjustment (ZBA Variance):	\$ 75.00 <b><i>(MUST meet with a planner prior to submittal of request)</i></b>
Preliminary/Final/or other Plat:	\$150.00 + \$3.00/lot ( <b>residential</b> ) <b>OR</b> \$10.00/acre ( <b>non-residential</b> )
Street Use License (SUL)	\$150.00 (renewable every 15 years)
Rezoning/CUP/PD Site Plan	\$150.00 + \$3.00/acre (to match Ordinance No. 1948)

**SUBMITTALS ARE CONSIDERED INCOMPLETE  
UNTIL ALL NECESSARY DOCUMENTS ARE  
RECEIVED AND FEES HAVE BEEN PAID**

### ACKNOWLEDGEMENT

**BY SIGNING THIS APPLICATION, STAFF IS GRANTED ACCESS TO YOUR  
PROPERTY FOR SIGN POSTING AND PROPERTY ANALYSIS PURPOSES.**

**If paying by check, please make payable to: **City of Temple****