



# Concept Plan Application

**\*Requirements - MUST BE COMPLETED OR WILL NOT BE ACCEPTED\***

This application must be completed and returned to the Planning and Development Department of the City of Harker Heights, Texas along with the following:

1. Pre-Application Meeting Scheduled
2. Refer to current fee schedule for correct fee amount.

The Concept Plan is the initial project layout that provides an opportunity to review and evaluate the impact of a proposed development on the character of the surrounding area in which it is proposed to be located. The process takes into consideration the general form of the land before and after development, as well as the spatial relationship of the proposed structures, open space, landscape areas, parking, and general access and circulation patterns as they relate to the proposed development and the surrounding areas.

## Property Information:

Subdivision Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Site Address or General Location: \_\_\_\_\_

Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_ Proposed # of Lots: \_\_\_\_\_

## Owner Information/Authorization:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## CHECK ONE OF THE FOLLOWING:

I will represent the application myself.

I hereby designate \_\_\_\_\_ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application.

*The property owner and/or their authorized representative must be present at all Planning and Zoning Commission Meetings and City Council Meetings at which their plan or plat is on the agenda for discussion or action. Failure of the developer or their authorized representative to appear during a meeting may be deemed a withdrawal of the plat or plan.*

OWNER SIGNATURE: \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: \_\_\_\_\_

## STAFF ONLY -- DO NOT FILL OUT BELOW

Date Submitted: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received By: \_\_\_\_\_

Pre-Application Meeting

Case #: \_\_\_\_\_