



Chapter 245 Determination Application

Code of Ordinances Appendix B, Section 11.7.1

Contact Information

Property Owner Name		Applicant Name*	
Property Owner Mailing Address		Applicant Mailing Address	
Property Owner Phone Number(s)		Applicant Phone Number(s)	
Property Owner Email		Applicant Email	

Property Information:

Lots: _____ Block: _____ Subdivision: _____

Zoning District: _____

Current Use: _____

Description of Request:

The applicant will submit the following with this application:

- A. All required documents listed on the Checklist
- B. Application Fee: **\$200.00**

All information/items on the checklist of this application must be supplied at the time of submittal. If all information/items are not submitted the application will not be accepted.

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Applicant's Signature

Date

***If the owner is not the applicant, the owner statement must be submitted along with this application. If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.**



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Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO THE FILING OF THIS APPLICATION.

Owner's Signature (notarized)

Date

**STATE OF TEXAS:
COUNTY OF BURNET:**

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas

My Commission Expires On

	Checklist Items	City Staff Initials
	Completed Building Permit Application	
	Statement: A statement describing the nature and operating characteristics of the request, including any data pertinent to the findings required for approval of the application.	
	Documentation: A Vested Rights Petition must include the following: <ul style="list-style-type: none"> • Copy of original application that the vested rights claim is based upon. <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Site Development Permit <input type="checkbox"/> Other 	
	Vested Rights Petition: (Please attach any additional documentation if needed.) <ul style="list-style-type: none"> • State basis for the Vested Rights Claim per Texas Local Government Code • State date for which the Vested Rights were/are claimed • Document and/or state a chronological history of development • Please include any further documentation as needed below: <ul style="list-style-type: none"> ○ Annexation dates or documentation and any zoning changes (Please provide documentation) ○ Covenants, Conditions, or Restrictions that have been recorded (Please attach documentation) 	