

---

**City of Cleburne  
Community Development Department**

**Voluntary Annexation  
Application  
Packet**





## DEVELOPMENT APPLICATION FEES

City of Cleburne  
10 N. Robinson St.  
Cleburne, TX 76033  
817-645-0947

### Zoning

Zoning Change	\$ 150
Planned Development District (PD)	\$ 150
Amendment to an existing PD to add, delete or change a special condition	\$ 150
Specific Use Permit (SUP)	\$ 150

### Platting

Preliminary Plat	\$ 250	+ fee per acre
<u>Fee per acre:</u>		
5 acres or less	\$ 5.00/ac.	
6 to 10 acres	\$ 4.00/ac.	
11 to 50 acres	\$ 3.60/ac.	
51 to 150 acres	\$ 2.90/ac.	
151 or more	\$ 2.30/ac.	
 Final Plat	 \$ 250	 + fee per lot
<u>Fee per lot:</u>		
10 lots or less	\$ 3.50/lt.	
11 to 50 lots	\$ 2.80/lt.	
51 to 150 lots	\$ 2.25/lt.	
151 to 500 lots	\$ 1.80/lt.	
500 or more	\$ 1.45/lt.	
Amended & Minor Plat	\$ 250	
Replat	\$ 250	+ \$ 10.00 per lot

### Variances and Appeals

Variance and/or Appeal	\$ 400
Sign Variance	\$ 750

*The Codes & Ordinances of the City of Cleburne are available at [www.cleburne.net/zoningordinance](http://www.cleburne.net/zoningordinance)*



# COMMUNITY DEVELOPMENT APPLICATION

City of Cleburne  
10 N. Robinson St.  
Cleburne, TX 76033  
817-645-0947

## APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Straight Zoning Change    | <input type="checkbox"/> SUP – Parking Reduction | <input type="checkbox"/> Minor Plat/Minor Replat  | <input type="checkbox"/> Zoning Variance (ZBA)       |
| <input type="checkbox"/> Planned Development (PD)  | <input type="checkbox"/> Preliminary Plat        | <input type="checkbox"/> Amending Plat            | <input type="checkbox"/> Interpretation Appeal (ZBA) |
| <input type="checkbox"/> PD Amendment              | <input type="checkbox"/> Final Plat              | <input type="checkbox"/> Site Plan/Landscape Plan | <input type="checkbox"/> Sign Variance               |
| <input type="checkbox"/> Specific Use Permit (SUP) | <input type="checkbox"/> Replat                  | <input type="checkbox"/> Voluntary Annexation     | <input type="checkbox"/> Other: _____                |

## PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Project Address (Location): \_\_\_\_\_

Legal Description (Lot & Block): \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Gross Acres: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**Application Requirements:** The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

## APPLICANT ■ OWNER INFORMATION

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

*Applicant's Status: (check one)*  Owner  Representative  Tenant  Prospective Buyer

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

### Required Signatures

#### APPLICANT:

NAME OF APPLICANT (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

#### PROPERTY OWNER: (IF OTHER THAN APPLICANT)

NAME OF PROPERTY OWNER (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Departmental Use Only

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

Total Fee(s): \_\_\_\_\_

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

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

Accepted By: \_\_\_\_\_

Rev 12/19



## VOLUNTARY ANNEXATION APPLICATION CHECKLIST

City of Cleburne  
10 N. Robinson St.  
Clebune, TX 76033  
817-645-0947

**INSTRUCTIONS** The Community Development Department reviews each voluntary annexation application based on the items in the following checklist, the City of Cleburne's Code of Ordinances and the Texas Local Government Code.

### SUBMITTAL REQUIREMENTS

The following items must be submitted with this application:

- Two (2) 8.5" x 11" copies of the survey with legal description
- Two (2) 8.5" x 11" copies of the legal description (metes and bounds) of the property
- Original copy of signed and notarized Petition Requesting Full Annexation
- One (1) digital copy of all submittal documents (CD or USB flash drive)

