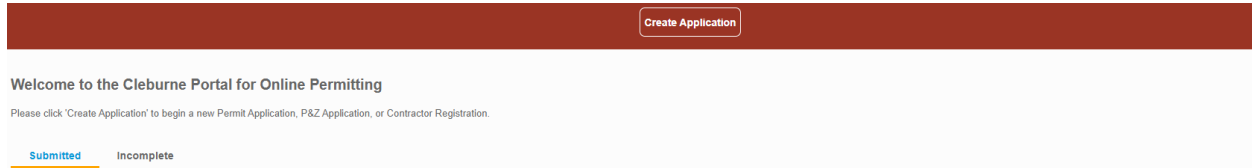


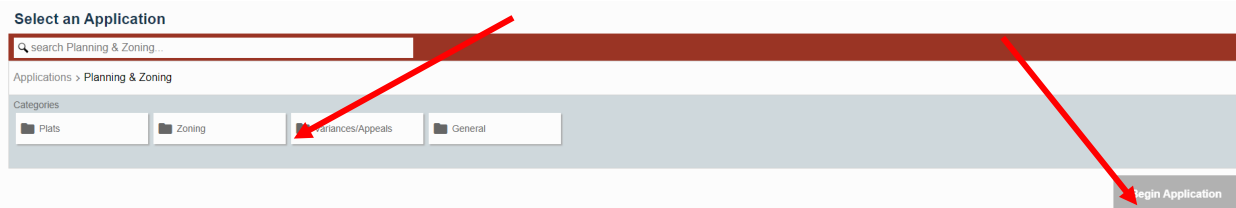


Application Process

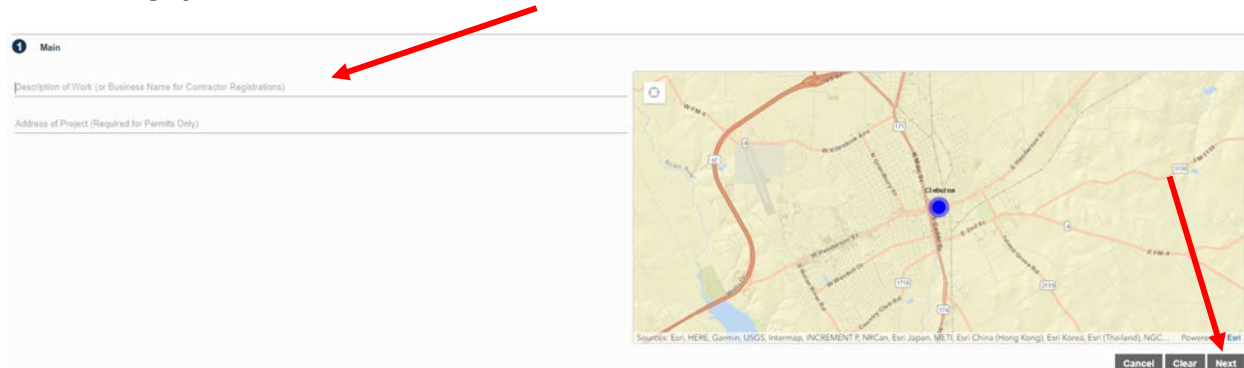
1. Log in to the online application portal, then click “Create Application” at the top of the screen.



2. Click on “Planning and Zoning”. Choose the category that matches the application type, then click “Begin Application”. ***If you are unsure of your application type or cannot find the appropriate category that matches your application, contact us at (817) 556-8811 or (817) 645-0947.***



3. Once you begin your application, fill out the first section of the application entirely. This section includes a brief description of the project and the address of the project. Once you have filled out each of these items, click “Next”.



4. Next, fill out the second section of the application as entirely as possible. This section includes detailed information about the application type and project. Once you have filled out each of these items, click “Next”. ***Note: The items with an exclamation point must be filled out in order to proceed with the application.***

2 AppData

P&Z Plans

Project Name

Comment

Legal Description

! Proposed Number of Lots
 Quantity

! Gross Acres
 Quantity

Existing Zoning

- Next, fill out the third section of the application as entirely as possible. You will need to enter the contact information for both the “Applicant” and the Property Owner”. You can click “Use My Information” to automatically fill in some of the fields. Once you have filled out each of these items, click “Next”. **Note:** *If you need more than one account to have access to an application, include their contact information in this section of the application.*

3 People

Applicant more...	<input type="button" value="Use My Information"/>	Property Owner more...	<input type="button" value="Use My Information"/>
Name		Name	
Address Line1		Address Line1	
City Name State Zip Code		City Name State Zip Code	
Phone (Home) Phone (Mobile)		Phone (Home) Phone (Mobile)	
Email		Email	
Comment		Comment	

- The final section of the application is for attachments. Attach all documents that are related to the application by clicking “Add” and label them accordingly once attached.

4 Attachment

- Click “Submit” once you are finished with the application. You will need to accept the “Terms and Conditions” notification in order to finalize your submittal.
- The final screen provides the details of the application. At this point, you cannot make any changes to the details of the application, but you will be able to continue adding attachments. If you need to make any changes, please reach out to the Planning Department at (817) 556-8811 or by email at David.Jellen@cleburne.net.