



## Planning and Zoning Procedures

### To apply for a Zoning Change/Plat:

1. Complete application.
2. Submit the completed application and all supporting documents, drawings, plats, plans, etc., via email to: [submittals@collinsvilletexas.org](mailto:submittals@collinsvilletexas.org)
  - a. If file is too large, send link to a file sharing service, ex. Dropbox.
3. Submit payment to the City of Collinsville at City Hall.
4. Staff will distribute the application to the planning, engineering, and legal consultants.
5. If a public hearing is required (rezoning and replats) publications and notifications will be processed. Public hearings are required to be published/sent at least 15 days prior to a meeting and staff needs 10 days to prepare the notices.
6. Once reviewed by staff, you will be notified of the Planning & Zoning Commission(P&Z) meeting that your application will be reviewed. You need to attend the P&Z meeting. P&Z generally meets the third Monday of each month.
7. After P&Z makes a recommendation, the City Council will review your application and possibly act on the item at their meeting. You need to attend the City Council meeting. City Council generally meets the second Monday of each month.

Failure to follow these procedures will create delays in the processing of the request.

**City of Collinsville  
Planning and Zoning Commission**

**Application for Zoning and/or Plat**

Name of Applicant: \_\_\_\_\_ Phone Number \_\_\_\_\_

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

*Current Property Owner(s) Authorization is required for all applications.*

I am requesting a  *Specific Use Permit*  *Zoning Change*  *Construction Plat*

*Final Plat*

Legal Description of Property: \_\_\_\_\_  *Replat Plat*

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

For the purpose of: \_\_\_\_\_

*Existing Zoning:* \_\_\_\_\_

*Proposed Zoning:* \_\_\_\_\_

*(Do not fill in Proposed Zoning if a Plat application)*

**I have completed the required application requirements and emailed the applications, drawings/exhibits, completed the third-party review agreement, and paid rezoning/plat fees.**

**I understand that I will be notified of the next available P&Z Commission and City Council meeting dates.**

\_\_\_\_\_  
Signature of Applicant *Current Owner's authorization is required to submit an application. Provide letter from Owner granting permission for this application.*

***For Office Use Only:***

Date City Received Application: \_\_\_\_\_ Date P&Z Filing Fee Paid: \_\_\_\_\_ Receipt: \_\_\_\_\_

Date Application & Supporting Documents sent to Planning and Zoning: \_\_\_\_\_

Supporting Documents Include:  Survey Copies  Plat  Construction Plans

*Unplatted property required legal description on separate sheet & Word file*

Architectural Drawings  Subdivision Plans

Proof of Ownership Other Documents: \_\_\_\_\_

Date & Time Planning & Zoning meeting is scheduled: TO BE DETERMINED

Planning & Zoning Decision:  Rejected documents or changes needed: \_\_\_\_\_

Date Planning & Zoning to re-evaluate application with changes: TO BE DETERMINED

Approved  Date application to be presented to City Council: TO BE DETERMINED



**Zoning Application Requirements:**

1. Completed Application
2. Fee
3. Zoning Exhibit
4. Legal Description for the property in Word format
5. Complete and submit third party review agreement.
6. Tax Certificate

**Plat Application Requirements:**

1. Completed Application
2. Fee
3. Plat Exhibit (24"x36") meeting requirements in the City of Collinsville's Subdivision Ordinance <https://ecode360.com/37490174>  
Applicant and Surveyor required to review and comply with plat requirements.
4. Complete and submit third party review agreement.
5. Unofficial Tax Certificate

**Sec. 2.003. Zoning/Development Fees:**

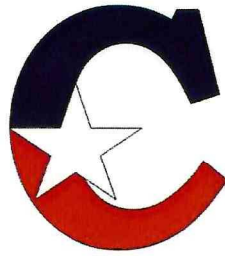
**Zoning Fees:**

Zoning verification	\$50.00
Special Use Permit (SUP)	\$300.00
Planned Development (PD)	\$350.00 plus \$20.00 per acre
Zoning Change Application	\$350.00 plus \$10.00 per acre
Zoning Board of Adjustment	\$250.00 (including all variances, etc.)
Zoning Hearing Re-Notification	\$150.00 for each additional hearing

**Platting and Site Plan Review Fees:**

Site Plan	\$300.00
Landscape Plan	\$250.00
Land Study	\$350.00 plus \$15.00 per acre
Minor Plat or Re-Plat	\$250.00 plus \$10.00 per lot
Construction Plat	\$250.00 plus \$10.00 per lot
Final Plat	\$350.00 plus \$10.00 per lot
Major Re-Plat	\$350.00 plus \$10.00 per lot

*06.20.2024  
email revision*



**CITY OF  
COLLINSVILLE**

**Application for Review of Subdivision Plat**

Proposed Subdivision Name: \_\_\_\_\_

Type of Plat:     Construction Plat     Final     Re-Plat     Minor (Short Plat)

Location of the Plat:     Inside the City Limits     Inside the City's ETJ

**Property Owner:**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer/Surveyor:**

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Grayson Tax Assessor Tax Certificate Attached? (Unofficial)     Yes     No  
Certified/Official copy required at time of plat filing w/Count

~~Topographical Map Attached?~~     Yes     No

24"x36" Plat Exhibit emailed to  
submittals@collinsvilletexas.org     Yes     No

~~1- 18"x24" Mylar Copy of Plat?~~     Yes     No

Construction Plans for All Public Improvements     Yes     No     N/A  
Submitted 60 days prior to Construction Plat application

Plat Filing Fees Paid?     Yes     No

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

\_\_\_\_\_  
Signed: