



City of Fair Oaks Ranch

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015
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UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:
(1) A complete **Universal Application** form (2 pages), and
(2) A complete **Specific Application Form** with all materials listed in the checklist for the specific application.
The City staff is available to assist you in person at City Hall or over the phone at (210) 698-0900.

DEVELOPMENT INFORMATION

Project Name/Address/Location: _____ Acreage: _____
Brief Description of Project: _____
Is property platted? No Yes Subdivision name: _____ No. of Lots: _____
Recordation #: _____ Parcel(s) Tax ID#: _____
Existing Use: _____ Proposed Use: _____
Current Zoning: _____ Proposed Zoning: _____
Occupancy Type: _____ Sq. Ft: _____ Bed #: _____ Bath #: _____ Car Garage #: _____
Water System Well Public Flood Zone: Yes No Sewer System: Septic Public

PROPERTY OWNER INFORMATION

Owner: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Email: _____

APPLICANT INFORMATION

Applicant/Developer: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Email: _____

KEY CONTACT INFORMATION

Name of the Individual: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ E-mail: _____

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

Signature: _____ Date: _____
(Signed letter of authorization required if the application is signed by someone other than the property owner)

*****OFFICE USE ONLY*****

DATE REC'D: _____ BY: _____

FEES PAID: _____ APPROVED BY: _____

DATE APPROVED: _____

APPLICATION/PERMIT NO: _____ EXP DATE: _____

Applications shall be processed based on the City's official submission dates. When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, therefore it may be necessary to postpone the proposed project and remove it from the scheduled agenda and place it on a future agenda.

SPECIFIC APPLICATION FORM (S1-S39). Please check the appropriate type below:

Land Use Policy Related

(Section 3.9 of the UDC)

- Annexation* - Form S1
- Comprehensive Plan Amendment
- Unified Development Code (UDC) Text Amendment
- Rezoning* - Form S2
- Special Use Permit* - Form S3
- Planned Unit Development (PUD)* - Form S4
- Development Agreement
- Conservation Development Alternative* (CDA) (Section 4.8) - Form S5

Site Development Related

(Section 3.9 of the UDC)

- Vested Rights Verification Letter
- Zoning Verification Letter
- Written Interpretation of the UDC
- Temporary Use Permit*- Form S14
- Special Exception*- Form S15
- Site Development Permit* (Site Plan Review) - Form S16
- Floodplain Development Permit*- Form S17
- Stormwater Permit* - Form S18
- Certificate of Design Compliance* - Form S19
- Appeal of an Administrative Decision
 - Zoning
 - Others
- Variance
 - Policy
 - Judicial* -Form S20
- Sign Special Exception/Appeal to an Administrative Decision
- Administrative Exception
- Permit for Repair of Non-Conforming Use/Building
- Letter of Regulatory Compliance
- On-Site Sewage Facility Permit (OSSF)
- Certificate of Occupancy (CO)* - Form S21
- Relief from Signage Regulations
- Group Living Operation License* - Form S22
- Grading/Clearance Permit - Form S23

Building Permits Related

Commercial

- New/Remodel/Addition* - Form S24
- Fence* - Form S25
- Miscellaneous* - Form S26

Residential

- New Home* - Form S27
- Remodel/Addition* - Form S28
- Detached Buildings* - Form S29

Others

- Solar* - Form S30
- Swimming Pool* - Form S31
- Demolition, Drive or Move
- New Lawn/Water* - Form S32
- Backflow Device/Irrigation Systems - Form S33
- Sign* (Permanent) - Form S34 A
- Sign* (Temporary) - Form S34 B
- Appeal of Denial of Sign Permit
- Master/ Common Signage Plan* - Form S35
- Water Heater or Water Softener* - Form S36
- Right-of-Way Construction* - Form S37
- Flatwork*- Form S38

Inspections

- Mechanical
- Electrical
- Plumbing
- Building
- Others _____

Water- Wastewater Service

- Connect/ Disconnect Form* - Form S39

Subdivision and Property Development Related

(Section 3.8 of the UDC)

- Amending Plat* - Form S6
- Minor Plat* - Form S7
- Development Plat* - Form S8
- Concept Plan** - Form S9
- Preliminary Plat* - Form S10
- Final Plat* - Form S11
- Replat* - Form S12
- Construction Plans* - Form S13
- Vacating Plat
- Plat Extension

*These types of applications require additional information as listed in the Specific Application Form. Refer to **Appendix B** of the Administrative Procedures Manual for more information.

** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

- Universal Application Form (Form UA).
- Items listed in the checklist for the Specific Application Form (Form S#) ¹. (Please make sure the boxes are checked)
- Application Processing Fees and other application fees.
- Letter of intent explaining the request in detail and reason for the request.
- Signed Letter of Authorization required if the application is signed by someone other than the property owner.
- Site plan and shapefile drawings (if applicable) for the property
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- One (1) copy of proof of ownership (recorded property deed or current year tax statements)
- One (1) USB drive containing the general required documents in Adobe PDF format (if required)

¹For items that are duplicated in the specific type of application, only one copy is required.