



# Subdivision Application

Planning Department  
265 Parkway Blvd.  
Coppell, Texas 75019  
Phone: 972-304-3678  
Fax: 972-304-3570

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

Type of Plat: \_\_\_\_\_

Filing Fee: \$ \_\_\_\_\_ **SEE FEE SCHEDULE ON PAGE 2**

Name of Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Firm Preparing Plat: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

*All Correspondence relative to this application should be directed to:*

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

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

Telephone Number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

General Location of Property: \_\_\_\_\_

Total Number of Acres: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

**NOTE:** All applications, documents and drawing submitted to the Planning Department are subject to disclosure per the Texas Public Information Act. Agenda items are available at [www.coppelltx.gov](http://www.coppelltx.gov) four (4) days prior to Planning and Zoning Commission and City Council meetings. After final disposition, the complete file will be available on the City's website as a public document.

*I hereby authorize this application to be submitted for the above described property.*

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Filing Fee Schedule**  
*Revised August, 2015*

<b>Type of Application</b>	<b>Amount of Fee</b>
<b>Rezoning</b> ( <i>Straight</i> )	\$500 + \$25/acre
<b>Conceptual PD</b>	\$500 + \$25/acre
<b>Detail PD</b> ( <i>in compliance with the Concept Plan</i> )	\$500 + \$25/acre
<b>Detail PD</b> ( <i>new or not in compliance with the Concept Plan</i> )	\$500 + \$25/acre
<b>Amendment to Residential PD's involving two lots or less</b>	\$150
<b>Minor Amendment to Non-Residential PD's (5,000 sq. ft. or less)</b>	\$250 once per year; \$500+\$25/acre thereafter
<b>Site Plan Approval</b>	\$400 + \$25/acre
<b>Minor Site Plan Amendment</b> (Administrative Approval)	\$250
<b>Special Use Permits</b>	\$500 + \$25/acre
<b>Preliminary Plat:</b>	
Residential	\$500 + \$20/lot
Non-Residential & Multifamily	\$500 + \$35/acre
<b>Final Plat:</b>	
Residential	\$100 + \$4/lot
Non-Residential	\$100 + \$35/acre
Multifamily	\$100 + \$3/unit
<b>Replat:</b>	
Residential	\$100 + \$25/lot
Non-Residential	\$100 + \$35/acre
Multifamily	\$100 + \$35/acre
<b>Minor Plat:</b>	
Residential	\$100 + \$4/lot
Non-Residential & Multifamily	\$500 + \$35/acre
<b>Amending Plat</b> (Administrative Approval)	\$250
<b>Zoning Verification Letters</b> (response time/1 week)	\$100
(response time/2 days or less)	\$200
<b>Zoning Case Withdrawal</b>	
Before notices are sent	50% refund
After notices are sent	No refund

**Note: fees are based on acreage or portion thereof**

For additional information, please contact the Planning Department  
 265 E. Parkway Blvd, Coppell, Texas 75019  
**Phone:** 972-304-3678 - **Email:** [Planning@coppelltx.gov](mailto:Planning@coppelltx.gov)