



# Administrative Approval Minor Site Plan Amendment

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

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

Filing Fee: **\$250**

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

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

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

Firm Preparing Site Plan Package: \_\_\_\_\_

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

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

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

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

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

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

Legal Description (lot, block, subdivision name): \_\_\_\_\_

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

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

Description of proposed Site Plan Amendment: \_\_\_\_\_

## **REFER TO MINOR SITE PLAN AMENDMENT CHECKLIST FOR SUBMISSION REQUIREMENTS.**

**NOTE:** All applications, documents and drawing submitted to the Planning Department are subject to disclosure per the Texas Public Information Act. After final disposition, the complete file will be available at [www.coppelltx.gov](http://www.coppelltx.gov) as a public document.

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

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