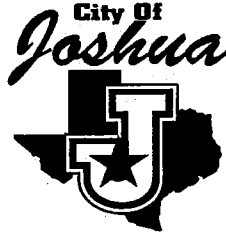


**Mayor**  
Merle Breitenstein  
**City Manager**  
Paulette Hartman



**City Council**  
Noelyn "Butch" Isom  
Glen Walden  
Jesse Davis  
A. J. Mathieu  
Jerry Moore  
Bob Neely

Dear Applicant:

When planning a new project, the applicant needs clear understanding of the regulatory environment, including existing and planned regulations.

One cannot overemphasize the importance of knowing the development process, the standards of review, the tools available, and the constitutional limitations imposed on cities. An understanding of the city's development process is critical for any applicant in order to assure the process is undertaken in accordance with the appropriate law.

If applicants and local governments can better understand the needs, expectations and limitations, they can best support high quality development beneficial to all:

*Need for direct and clear communications* – this is always an important issue and city staff strives for clear, direct communication with applicants.

*Need for continous feedback* – problems can always be fixed cheaper and faster is caught earlier.

Thank you for your interest in developing the City of Joshua and hopefully the attached Development Code Manual will make your land use process go smoothly.

Sincerely,

A handwritten signature in black ink that reads "Mary Beth Thomas". The signature is written in a cursive, flowing style.

Mary Beth Thomas  
City Secretary

**Mayor**  
Merle Breitenstein  
**City Manager**  
Paulette Hartman



**City Council**  
Noelyn "Butch" Isom  
Glen Walden  
Jesse Davis  
A. J. Mathieu  
Jerry Moore  
Bob Neely

Dear City of Joshua Applicant:

This will serve as notice of the procedures for Land Use Projects:

1. Your case will go through the review of consultants, which consist of – City Planner, City Engineer and City Attorney (whichever is applicable).
2. After the appropriate consultant(s) have reviewed your case they will in turn submit an invoice to the City for their time spent on your case.
3. Once the invoice is submitted to the City, the City will in turn invoice you, the applicant, the amount of those fees.
4. Once all amounts due are paid to the City, your plat/re-plat will be recorded at the County Clerk's Office and/or any applicable building permits will be issued.

If you have any questions or need further information please call me at the number listed below.

Sincerely,

A handwritten signature in black ink that reads "Mary Beth Thomas". The signature is fluid and cursive.

Mary Beth Thomas  
City Secretary

**APPENDIX "A"**  
**DEVELOPMENT FEES**

TYPE OF FEE	FEE
Plan Review	Cost of Professional Fees
Preliminary Plat	\$400.00 + \$5.00 @ Lot + Cost of Professional Fees
Final Plat	\$500.00 + \$5.00 @ Lot + Cost of Professional Fees
Plat Revision/Re-Plat	\$450.00 + \$5.00 @ Lot + Cost of Professional Fees
Amended Plat	\$150.00 + Cost of Professional Fees
Minor Plat	\$150.00 + Cost of Professional Fees
Concept Plan	\$150.00 + Cost of Professional Fees
Vacating Plat	\$75.00 + Cost of Professional Fees
Zoning Change Request	\$400.00 + Cost of Professional Fees
Zoning Variance Request	\$250.00 + Cost of Professional Fees
Zoning Board of Appeal	\$150.00
Conditional Use Permit	\$300.00 + Cost of Professional Fees
Appeal to City Council	\$50.00
Development Plat	\$500.00 + \$5.00 @ lot + Cost of Professional Fees
Annexation	\$400.00 + Cost of Professional Fees
Development Agreement	\$150.00 + Cost of Professional Fees
Development Plan	\$150.00 + Cost of Professional Fees
Site Plan	\$150.00 + Cost of Professional Fees
Tree Removal/Replacement	\$50.00
Wind Turbines	\$300.00 + Cost of Professional Fees
Antennas/Cell Towers	\$300.00 + Cost of Professional Fees



**CITY OF JOSHUA  
APPLICATION FOR PLANNING AND DEVELOPMENT  
817-558-7447 / Fax 817-641-7526**

*(Please Print)*

<b>Date of Application:</b>			
<b>Property Location:</b>			
<b>Subdivision:</b>	<b>Block:</b>	<b>Lot:</b>	
<b>Current Zoning/Use:</b>	<b>Requested Zoning/Use:</b>		
<b>Utility Service Provider:</b>	<b>Electric:</b>	<b>Gas:</b>	<b>Water:</b>

*(Please check the appropriate box below. A metes and bounds description must be attached if the request is for a portion of a platted lot or the property is not platted.)*

<input type="checkbox"/> <b>Zoning Change</b>	<input type="checkbox"/> <b>Re-Plat</b>	<input type="checkbox"/> <b>Concept Plan</b>	<input type="checkbox"/> <b>Conditional Use Permit</b>
<input type="checkbox"/> <b>Preliminary Plat</b>	<input type="checkbox"/> <b>Amended Plat</b>	<input type="checkbox"/> <b>Development Plat</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Final Plat</b>	<input type="checkbox"/> <b>Minor Plat</b>	<input type="checkbox"/> <b>Vacating Plat</b>	<input type="checkbox"/> <b>Other</b>

**PROPERTY OWNER INFORMATION**

<b>Name:</b>		<b>Cell Phone:</b>	
<b>Address:</b>		<b>Work Pone:</b>	
<b>City/State/Zip:</b>		<b>Phone:</b>	
<b>Fax Number:</b>		<b>Email:</b>	
<b>Contact Name:</b>		<b>Owner Signature:</b>	

**APPLICANT/DEVELOPER INFORMATION**

<b>Name:</b>		<b>Cell Phone:</b>	
<b>Address:</b>		<b>Work Pone:</b>	
<b>City/State/Zip:</b>		<b>Phone:</b>	
<b>Fax Number:</b>		<b>Email:</b>	
<b>Contact Name:</b>		<b>Applicant Signature:</b>	

**ENGINEER INFORMATION**

<b>Name:</b>		<b>Cell Phone:</b>	
<b>Address:</b>		<b>Work Pone:</b>	
<b>City/State/Zip:</b>		<b>Phone:</b>	
<b>Fax Number:</b>		<b>Email:</b>	
<b>Contact Name:</b>		<b>Engineer Signature:</b>	

**SURVEYOR INFORMATION**

<b>Name:</b>		<b>Cell Phone:</b>	
<b>Address:</b>		<b>Work Pone:</b>	
<b>City/State/Zip:</b>		<b>Phone:</b>	
<b>Number:</b>		<b>Email:</b>	
<b>Contact Name:</b>		<b>Surveyor Signature:</b>	

**APPENDIX "C"**  
**ZONING CHANGE SUBMITTAL CHECKLIST**

	Completed application form
	Application fee
	Letter of justification from the applicant
	Property's legal description and/or metes and bounds description
	An exhibit showing the property
	Any drawings the applicant considers necessary to demonstrate the case for zoning/rezoning. Drawings of the site should be drawn to scale.

**Flow – Chart Zoning Change Process**  
*(also includes Planned Developments (PD) and Conditional Use Permits (CUP))*

