

CHECKLIST FOR SMARTCODE WARRANT APPLICATION

Items Required for Complete Submittal		Staff Verification & Comments	
<input checked="" type="checkbox"/>	Pre-application conference with staff is <u>required</u> Please call 393-8230 to schedule	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Completed Application for SmartCode Warrant	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Site Plan illustrating, where appropriate: location, square footage and height of existing and proposed structures, landscaping or fencing, setbacks, parking, ingress & egress, signs, etc.	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Exhibits illustrating the warrant request	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Agreement to the placement of notification signs and acknowledgement of notification requirements	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner, if the applicant is not the owner <i>in process</i>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Initial Application Filing Fee \$750	<input type="checkbox"/>	
	Renewal or Amendment Filing Fee \$400		
	Technology Fee \$11		
Additional information may be required at the request of the Department			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: Heather Aidala Date: March 29, 2017

Print Name: Heather Aidala

Engineer Architect/Planner Surveyor Owner Agent

**AGREEMENT TO THE PLACEMENT OF NOTIFICATION SIGNS
AND ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS**

The City of San Marcos Land Development Code requires public notification in the form of notification signs on the subject property, published notice, and / or personal notice based on the type of application presented to the Planning Commission and / or City Council.

- Notification Signs: if required by code, staff shall place notification signs on each street adjacent to the subject property and must be placed in a visible, unobstructed location near the property line. It is unlawful for a person to alter any notification sign, or to remove it while the request is pending. However, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements. ***It is the responsibility of the applicant to periodically check the sign locations to verify that the signs remain in place until final action is taken on the application and have not been vandalized or removed until after such final decision or when such application is withdrawn by the applicant. It is the responsibility of the applicant to immediately notify the Planning and Development Services Department of missing or defective signs.***
- Published Notice: if required by code, staff shall publish a notice in a newspaper of general circulation in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be published it may be at the expense of the applicant. The renotification fee shall be \$85 plus an \$11 technology fee.***
- Personal Notice: if required by code, staff shall mail personal notice in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be mailed it may be at the expense of the applicant. The renotification fee shall be \$85 plus an \$11 technology fee.***

I have read the above statements and agree to the required public notification, as required, based on the attached application. The City's Planning and Development Services Department staff has my permission to place signs, as required, on the property and I will notify City staff if the sign(s) is/are damaged, moved or removed. I understand the process of notification and public hearing and hereby submit the attached application for review by the City.

Signature: Heather Aidala

Date: March 29, 2017

Print Name: Heather Aidala

To be completed by Staff: Case # _____ - _____ - _____

AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

I, John & Ellen Burnside (owner) acknowledge that I am the rightful owner of the property located at 235 N LBJ Drive San Marcos, TX (address).

I hereby authorize Rick Skiles (agent name) to serve as my agent to file this application for _____ (application type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: John H Burnside Date: 3-30-2017

Printed Name: John G Burnside

Signature of Agent: Richard Skiles Date: 3-30-2017

Printed Name: Richard Skiles

To be completed by Staff: Case # _____