



DEVELOPMENT REVIEW COMMITTEE

Revised Application (10.01.2025)

APPLICATION CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Application Fee (\$265) – if required | <input type="checkbox"/> Concept Plan (if available) |

PROJECT / PROPERTY INFORMATION

Project Name: _____

Project Address: _____

KCAD Parcel ID: _____

Acreage: _____

Disturbed Acreage: _____

Current Land Use: _____

Number of Proposed Units: _____ Proposed Building Square Footage: _____

Current Zoning: _____

Include Use Chart Information (Section 32 of City of Terrell Zoning Ordinance)

Use Chart Category: _____ Definition No. _____

Proposed Zoning: _____

Include Use Chart Information (Section 32 of City of Terrell Zoning Ordinance)

Use Chart Category: _____ Definition No. _____

Are there any existing buildings on the property? ☐ Yes ☐ No

Do you propose to demolish any buildings? ☐ Yes ☐ No

Have you previously developed property in the City of Terrell? ☐ Yes ☐ No

Do you intend to have outdoor storage? ☐ Yes ☐ No

Do you intend to sell or lease used merchandise? ☐ Yes ☐ No

If yes, describe merchandise: _____

Do you intend to subdivide, resubdivide, or combine the property with other parcels? ☐ Yes ☐ No

Do you have a concept plan? (if yes, attach to application) ☐ Yes ☐ No

EXPLAIN IN DETAIL THE SCOPE OF YOUR PROJECT AND ALL INTENDED USES. *You may attach additional sheets if needed.*

DEVELOPER INFORMATION

Name: _____

Phone: _____

Email: _____

Billing Address: _____

Property Owner: ☐ Yes ☐ No, please provide contact information:

Name: _____

Email: _____

Phone: _____

AUTHORIZED AGENT / MAIN POINT OF CONTACT:

Name: _____

Email: _____

Phone: _____

Is Property under Contract: ☐ Yes ☐ No

CIVIL ENGINEER / PROFESSIONAL SERVICES

Contact Name: _____

Phone: _____

Email: _____

SURVEYOR

Contact Name: _____

Phone: _____

Email: _____

DEVELOPMENT REVIEW COMMITTEE MEETING REQUEST: ☐ On-line ☐ In-Person

CONTACTS FOR CALENDAR INVITE

Name	Position / Title	Email Address

APPLICANT INFORMATION

Applicant Name: _____

Address: _____

Contact Phone : (Cell): _____ (Other): _____

Contact Email: _____

ACKNOWLEDGEMENT

The Development Review Committee Application will be reviewed by the Municipal Development staff. Upon receipt of this application, the City will work hard to schedule the requested DRC meeting within 14-days from the submission.

I, the undersigned hereby confirm that the information stated above is true and correct to the best of my knowledge and I have the authority to apply for this project meeting.

Signature

Date

Waiver of Early Vesting Rights

Pursuant to Chapter 245 of the Texas Local Government Code

Version: 10/01/2025

STATE OF TEXAS §

COUNTY OF KAUFMAN §

This **Waiver of Early Vesting Rights** ("Waiver") is executed by the undersigned ("Developer") in favor of the City of Terrell, Texas (the "City"), a Texas municipal corporation.

WHEREAS, Chapter 245 of the Texas Local Government Code ("Chapter 245") provides that a regulatory agency may not require compliance with new regulations under certain conditions, effectively "vesting" the project under existing rules; and

WHEREAS, the Developer is the owner or authorized representative of the property described as follows (the "Property"):

Insert legal description or address of the property / project

WHEREAS, Developer has submitted a development application or intends to submit such application to the City for review and consideration; and

WHEREAS, the City has requested, and Developer agrees, to waive any right to claim vested rights under Chapter 245 that may arise from preliminary filings, concept plans, or other documents submitted prior to the submission and approval of a formal plat or site development permit; and

WHEREAS, Developer wishes to cooperate with the City and proceed under the current ordinances and development regulations without asserting any vested rights claims under Chapter 245 for any prior submittals;

NOW, THEREFORE, in consideration of the City's acceptance and review of development applications related to the Property, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Developer agrees as follows:

1. **Waiver.** Developer expressly waives any and all rights, claims, or causes of action to vesting of development regulations under Chapter 245 of the Texas Local Government Code, as may be asserted based on any plans, applications, permits, or other documentation submitted to the City prior to the date of this Waiver.
2. **Applicability.** This Waiver applies solely to the Property described above and to any development applications associated therewith, including but not limited to plats, site plans, and construction documents submitted prior to formal plat or permit approval.

3. **Binding Effect.** This Waiver shall be binding upon Developer and Developer's successors, assigns, grantees, and any other person or entity acquiring an interest in the Property.
4. **No Admission.** This Waiver is made for the benefit of the City and shall not be construed as an admission by Developer of any existing right or claim under Chapter 245.

EXECUTED on this the ____ day of _____, **20**_____.

DEVELOPER:

By: _____

Name: _____

Title: _____

Company (if applicable): _____

STATE OF TEXAS §

COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, **20**, by
_____, known to me to be the person whose name is subscribed above.

OFFICE USE ONLY:

Date Received: _____ Fee Paid: _____ Receipt No. _____

Date of Scheduled DRC: _____ DRC Project No. _____

Meeting Location: _____

PROPERTY INFORMATION

Size of Property: _____ (acres / s.f.) Current Zoning: _____

Is the Property in a Regulatory Flood Zone? ☐ Yes ☐ No

Is the property platted? ☐ Yes ☐ No

Subdivision: _____ Block _____ Lot _____

Is the property located within the City of Terrell CCN? ☐ Yes ☐ No

If no, list CCN: _____

STAFF RECOMMENDATION / NOTES –initial review of project submittal:

Planning / Development: _____

Zone Change ☐ Yes ☐ No

Proposed: _____

Use / Definition: _____

Future Land Use: _____

Specific Use Permit ☐ Yes ☐ No

Use: _____

Utility Department Review: _____

Building Official Review: _____

Civil / Engineer Review: _____

Fire Marshal Review: _____

STAFF MEETING NOTES | "NEXT STEPS"

Planning / Development: _____

Zone Change ☐ Yes ☐ No P&Z CASE NO. _____

Proposed: _____

Use / Definition: _____

Future Land Use: _____

Specific Use Permit ☐ Yes ☐ No P&Z CASE NO. _____

Use: _____

Variance(s) Required: ☐ Yes ☐ No ZBA CASE NO. _____

Description: _____

Utility Department Review: _____

Building Official Review: _____

Civil / Engineer Review: _____

Fire Marshal Review: _____

Other: _____