

APPLICATION SUBMITTAL PROCEDURES REVISED AS A RESULT OF COVID-19 CRISIS

PLATS (PRELIMINARY, FINAL AND REPLAT):

SUBMITTAL DAY (REFER TO SUBMITTAL DEADLINE SCHEDULE FOR SPECIFIC DATES)

1. *Email all submittal paperwork to Cheryl Fuss, cfuss@decaturtx.org and Dedra Ragland, dragland@decaturtx.org, between the hours of 8:00 am and 11:00 am.

Submittal Paperwork Includes:

- a. Completed Application form (Applicant should be the person who is paying the fees),
 - b. Plat Exhibit, prepared by a State of Texas Licensed Surveyor (initial Exhibit will need to show all existing structures and dimensions of structures from all property lines),
 - c. Surveyor's Closure Report,
 - d. Proof of Ownership (recorded property deed, current year tax statements or tax certificate), and
 - e. Documentation on any and all liens and lien holders of property.
 - f. Also reference the Plat Application Packet for additional requirements.
2. An email will be sent to the applicant detailing any comments regarding the application submittal by 3:30 pm. If your submittal has no comments, you will receive directions explaining the log in process for MyGov and how to pay application **fees.

ALL OTHER PLANNING APPLICATIONS:

SUBMITTAL DAY (REFER TO SUBMITTAL DEADLINE SCHEDULE FOR SPECIFIC DATES)

1. *Email all submittal paperwork to Cheryl Fuss, cfuss@decaturtx.org and Dedra Ragland, dragland@decaturtx.org between the hours of 8:00 am and 11:00 am.

Reference the applicable Application Packet for Submittal Paperwork requirements.

2. An email will be sent to the applicant detailing any comments regarding the application submittal by 3:30 pm. If your submittal has no comments, you will receive directions explaining the log in process for MyGov and how to pay application **fees.

*In-person applications will not be accepted.

**All fees must be paid before 4:30 pm or submittal is incomplete and will not be accepted. An administrative fee will be charged for printing of application paperwork.