



CERTIFICATE OF DETERMINATION REQUEST FORM

Official Use Only

COD # _____ Planner _____ Approved Denied

Section 35-430(c) of the UDC allows exceptions to platting requirements. If the site meets one of these plat exceptions, a Certificate of Determination will be issued to the owner of the subject property within 20 days.

PROPERTY OWNER INFORMATION

Business/Company Name: _____
 Point of Contact: _____
 Mailing address: _____
 Telephone: Home/Office: (____) _____ - _____ Mobile: (____) _____ - _____
 Other phone: (____) _____ - _____ Email: _____

PROPERTY INFORMATION

Property physical address: _____
 Legal Description: NCB/CB: _____ Block: _____ Lot/Parcel: _____
 County: _____ Total Acreage: _____

1. Proposed Use: Residential Non-Residential Uninhabitable Use
2. Inside City Limits Outside City Limits / Extra Territorial Jurisdiction (ETJ)
3. Type of Service Requested:
 Water Service Sewer Service Electric Service Building Permit
 Other – specify _____
4. Number of existing residential structures located on the property: _____

Required Documents:

- Warranty Deed (Show ownership & legal description of property)
- Survey, Map, and/or Drawing (Showing size, shape, and location of property)
- Original Current Tax Certificate - 233 N. Pecos La Trinidad, Vista Verde Bldg, 2nd Floor
- Non- Refundable Two hundred dollar fee (\$200.00)

I hereby certify that all of the information on the entire COD Application is true and correct.

Print Name: _____ **Signature:** _____

Date: _____ **Owner** **Agent (Requires a notarized Letter of Agent.)**

Note: Certificates are only issued in the name of the owner of the property.