



ZONING & SITE PLAN APPLICATION

The following items must be received **no later than 3:00 PM on the application submittal date** and all required items shall be submitted at time of application in order to be deemed a complete submittal. Applications will only be accepted on submittal dates and will not be accepted later or earlier than dates per the submittal schedule.

All applications must be submitted electronically to DevServ@burlesontx.com or uploaded at <https://etrakit.burlesontx.com>

Type of Request (Please check the appropriate box to indicate the type of development request)

- CSP – Commercial Site Plan (\$500)**
 - **Amendment to existing or approved CSP (\$250)**
- ANX – Annexation (\$500) / a ZCH is also required unless requesting default AG zoning**
- ZCH – Zoning Change request (includes Planned Development requests)**
 - (\$700) less than 3 acres
 - (\$900) 3.1 - 10 acres
 - (\$1,400) 11 - 29 acres
 - (\$1,600 + \$15 acre) 30+ acres [max fee up to \$2,800]
 - Planned Development (\$1,000 + \$20/acre)**
- SUP – Specific Use permit / a CSP submittal is required with any SUP request**
 - (\$700) less than 3 acres
 - (\$900) 3.1 - 10 acres
 - (\$1,400) 11 - 29 acres
 - (\$1,600 + \$15 acre) 30+ acres [max fee up to \$2,800]

CSP	ANX	ZCH	SUP	X = ITEM REQUIRED TO BE ACCEPTED AT SUBMITTAL E = ITEM STRONGLY ENCOURAGED
X				Preliminary Water, Sewer and Drainage Plan – prepared by a licensed Professional Engineer in the state of Texas. The plan should be stamped “Preliminary – Not for Construction”.
E				Connectivity Plan
E		E	E	Traffic Impact Analysis –TIA – (See Section 5.2B, Subdivision and Development Ordinance). Traffic model files are required with the TIA submittal.
X	X	X	X	Electronic media (or email) containing all plans .pdf format; all plans must be based on State Plan coordinate system (NAD83’) with a clear and legible metes and bounds description of the property
X		E	X	Landscape Plan and Building Elevations
		X		Conceptual site plan
X			X	Full commercial site plan submittal
	X			Letter from owner stating reason for annexation and desired zoning*

Engineering Fees:

TIA/Traffic Analysis (\$1,000 application fee (due at submittal) + Cost of Consultant Review (due prior to final acceptance of study). Please submit to pwdeveng@burlesontx.com

Flood Study (\$1,000 application fee (due at submittal) + Cost of Consultant Review (due prior to final acceptance of study). Please submit to pwdeveng@burlesontx.com

*Annexation letter template can be found on the City of Burleson Development Services website at: [Annexation Requests | Burleson, TX - Official Website \(burlesontx.com\)](#)

Regarding TxDOT

Any development proposing drive connections to a TxDOT state highway or drainage improvements affecting or discharging into TxDOT’s drainage system; shall require at a minimum, conceptual approval from TxDOT prior to forwarding the case to the Planning and Zoning Commission for consideration. City staff will forward all submittals to TxDOT on behalf of the developer.

Additional documents may be required once staff has reviewed the submittal, which may result in a delay of the case moving forward for consideration by the Planning and Zoning Commission and the City Council. These documents may include but are not limited to detention study, flood study, LOMR preparation, additional information regarding a TIA, etc.

I hereby certify that this application is in conformance with the requirements of the City’s Subdivision Ordinance, as amended and other ordinances, maps, and codes of the City of Burleson that pertain to this submittal. I further certify that all required documents listed on this application have been provided and if the application is deemed incomplete, understand the case may be rejected. I understand that it is my responsibility to have the Applicant, Owner or other authorized agent present at the Planning and Zoning Commission and City Council meetings. Should an authorized person not be at the meeting to represent the application, I understand that the Commission or Council may continue this item to a future date to allow for questions regarding the case. I further understand that this request will be placed on the appropriate Planning & Zoning Commission and City Council agendas or other appropriate boards in accordance with the City’s current ordinances. **I further certify that I have reviewed the applicable zoning district and future land use designation for the subject site as identified within the City of Burleson comprehensive plan:**

<https://www.burlesontx.com/838/Comprehensive-Plan>

APPLICANT / OWNER	
Applicant or Authorized Agent	Owner
Name:	Name:
Company::	Company:
Address::	Address::
Telephone:	Telephone:
Email:	Email:
Signature:	Signature:

SITE INFORMATION	
Address:	
Current Zoning:	
Proposed Zoning:	
Proposed Use:	
Comprehensive Plan /Future land use designation:	
Adjoining streets and/or Nearest Intersection:	

2026

Application Submittal Dates

January						
S	M	T	W	T	F	S
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February						
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31						

June						
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City Holidays:	
Jan 01	New Year's
Jan 19	M L King Day
May 25	Memorial Day
Jul 03	Independence Day
Sep 07	Labor Day
Nov 26	Thanksgiving
Nov 27	Thanksgiving
Dec 24	Christmas
Dec 25	Christmas

Application Submittal Date

2026

Planning and Zoning Meeting Calendar

January						
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MEETINGS	
	City Council Meetings
	P&Z Meetings