



# **CITY OF MELISSA, TEXAS** **SITE PLAN REQUEST INSTRUCTIONS**

**APPLICATION:**

OBTAIN FORM AND SUBMIT TO PERMIT DEPARTMENT

**FEES:**

OBTAIN SUBDIVISION ORDINANCE, SECTION 5.04, FILING AND INSPECTION FEES. (DRIVER'S LICENSE NUMBER MUST ACCOMPANY CHECKS).

**PLAN SUBMITTAL:**

7 FOLDED BLUELINE PRINTS AT 24" X 36". 1 REDUCTION AT 8 1/2" X 11", 8 1/2" X 14", OR 11" X 17".

**SUBMITTAL DATE:**

MINIMUM TWENTY-FIVE (25) DAYS PRIOR TO PLANNING AND ZONING COMMISSION MEETING. (MEETINGS ARE HELD ON THE 3<sup>RD</sup> THURSDAY OF EACH MONTH AT 7:00 PM IN THE COUNCIL CHAMBERS).

**APPROVAL DATE:**

WHEN RECOMMENDED FOR APPROVAL BY THE P & Z COMMISSION. THE ITEM WILL BE PLACED ON THE COUNCIL AGENDA OF THE MEETING THREE (3) WEEKS AFTER THE PLANNING & ZONING COMMISSION MEETING. (CITY COUNCIL MEETS ON THE 2<sup>ND</sup> & 4<sup>TH</sup> TUESDAY OF EACH MONTH AT 7:00 PM).

**SUBMITTAL**  
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