



**MINOR MODIFICATION  
APPLICATION**  
Must be accompanied by a  
Master Application  
 May 2019

City of Hutto Development Services  
 500 W. Live Oak Street Hutto TX 78634  
 512-759-3479 Planning  
 512-846-2640 Permits & Inspections  
 512-759-4038 Engineering  
 planning@huttotx.gov  
 building@huttotx.gov  
 www.huttotx.gov

PROJECT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Current zoning district: \_\_\_\_\_ Current use: \_\_\_\_\_ Occupancy:  Residential  Commercial

**Request Type (Check One)**

Function  Use  Other: \_\_\_\_\_

**FEES**  All required fees may be provided by cash, credit card or check made payable to: City of Hutto

**REQUIRED FOR SUBMITTAL**

All items listed must be included with application, unless otherwise noted.

- Complete Master application and Minor Modification application.
- Applicant has coordinated with staff on submittal requirements.
- Proof of ownership (copy of deed).
- Letter describing the nature of the request.
- Letter of response to all five (5) review criteria items.
- Supporting documentation as required by staff.
- If applicable: all plans, drawings, photos are to be submitted digitally/electronically (via: email, flash drive, disc).***

**APPLICABILITY**

A Minor Modification request ***is required*** for the following:

- Any specific function and use listed as *"allowed by Minor Modification"* in Chapter 3 of the UDC.
- As outlined in section IO.203.7 and IO.203.9 of the UDC.
- Application submittal and/or commission approval does not constitute building permit approval. Building permit applications must be submitted separately.
- A Minor Modification shall be considered unique and shall not set precedent for others.

A Minor Modification request ***is not available*** for the following:

- Maximum dimensions of traffic lanes.
- Required provision of rear alleys and rear lanes.
- Minimum base residential densities.
- Permission to build accessory buildings.

**REVIEW CRITERIA**

- If in FBC district see section IO.203.7 of the UDC.
- If in OT DISTRICT SEE Section IO.203.9.2 of the UDC.

**PROCESSING**

- Application intake, staff review and determination that it is complete, meeting scheduling.
- Administrative decision is provided, in writing, to applicant.
- If within Old Town: final documents related to Commission action are required at least 7 days prior to scheduled meeting date.
- Upon approval applicant shall submit the required building permit application(s), if applicable.

**FOR DEPARTMENT USE ONLY:**

Submittal date	Date accepted for review	Payment type	Fees paid	Admin/HPC	Determination
					Approved Approved with conditions (attached) Denied



MASTER APPLICATION

Must accompany all application types
Unless otherwise indicated
May 2019

City of Hutto Development Services
500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
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512-759-5962 Fax
planning@huttotx.gov
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PROJECT NAME: \_\_\_\_\_ APPLICATION TYPE \_\_\_\_\_

APPLICANT INFORMATION (property owner or authorized agent) This will be the City's official contact

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY INFORMATION

Address: \_\_\_\_\_

Legal Description: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Deed Reference: Volume \_\_\_\_\_ Page(s) \_\_\_\_\_ or Document No. \_\_\_\_\_

City Limits or ETJ: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Property Owner Signature Property Owner Printed Name Date

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

Notary Public Signature Notary Public Printed Name

(Seal)

If there are multiple property owners attach separate page(s) with notarized signature(s)