

**Grayson County Planning & Zoning Steps**  
**For E911 Addressing, Platting, Lake Ray Roberts Zoning Application,**  
**Floodplain Permits, Mobile Home Rental Community Permits, Right-of-**  
**Way Permits**

Grayson County does require the completion of a Development Certificate for the following: an Emergency-911 address, new culvert installations and floodplain determinations. These are processed in conjunction with the Development Certificate.

\*\*\*Before submitting a Development Certificate Application, please physically mark the driveway entrance location with a stake with your last name written on it. The Precinct Foreman will determine if a culvert is needed. Applicant will need to install the correct size culvert. Once that is installed the applicant will need to notify the E-911 Coordinator, Tom Rich at 903-813-4200 ext. 2701 and he will schedule a final driveway inspection. Once the Precinct Foreman completes their final inspection of the driveway entrance, an address number will be assigned within 5-7 business days. Failure to mark the driveway entrance will result in a re-inspection fee of **\$100.00**.\*\*\*

1. Visit <https://www.mygovernmentonline.org>
2. For the Physical Address or Location, unless an address is located on the property, please enter in the Parcel Number that can be found on the Grayson CAD Property Search. You can search by your name or previous owner's name.

# Apply Online for a Planning & Zoning Project

Some jurisdictions use Planning & Zoning projects as well as Permits & Licensing. While similar, Planning & Zoning deals more with permits for subdivisions, zoning change requests, and special use permits. When submitting the application for a Planning & Zoning project, you will be able to upload maps and plans related to your project.

**Step 1:** Log in to [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org). Hover over Planning & Zoning and select "Apply Online".



**Step 2:** In the drop downs, select you Country, State, Jurisdiction, and Project Type. Click next.

**Apply Online**

**Jurisdiction and Request Type \***

Some jurisdictions do not accept online applications.  
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction direct

Country: \*  State: \*

Jurisdiction: \*

Project Type: \*

**Step 3:** To apply for a new project, select "Get Started on a New Application". To add an additional permit to an existing project, select "Add a permit to an existing project".

### Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Get Started on a New Application

Add a permit to an existing project

**Step 4:** The next section will be Application Type. Available application types depend on the jurisdiction. Select the desired application and click "Next".

Select an Application Type

Select an Application Type: \*

- Select an Option -

Back

Next

*If you do not know what application you need to complete, contact our support team via phone (866) 957-3764 or go to <https://www.mygovernmentonline.org/#contactus>.*

**Step 5:** The next section is Physical Address or Location. Here, you will enter the address of your project.

The screenshot shows a web form titled "Physical Address or Location" with a red asterisk. Below the title is a light blue instruction box: "Please provide the physical address or location of your project." A radio button is selected next to the text "My Project has been addressed by the Jurisdiction." Below this are three input fields: "Address or Location: \*", "City: \*", and "Zipcode: \*". A "Next" button is located at the bottom left of the form area. At the very bottom, there is a "Files Upload" section.

**Step 6:** Once you have selected the desired application type and filled out the address, you will be able to fill out the Contact Information for the project.

The number of contacts will depend on the application. Selecting the "Notify" check box on a phone number or email will notify that contact of any changes on the project. Click "Next" after completing all contact sections.

The screenshot shows a "Contact Information" form. It includes input fields for "First Name", "Last Name", "Suffix", and "Business Name". Below these is a "Mailing Address" section with fields for "Address", "City", "State" (a dropdown menu currently showing "Louisiana"), and "Zipcode". Further down are three rows for contact information: "Email" with a "Notify" checkbox, "Cell Phone" with three input boxes (000, 000, 0000) and a "Notify" checkbox, "Home Phone" with three input boxes (000, 000, 0000) and a "Notify" checkbox, and "Work Phone" with three input boxes (000, 000, 0000) and a "Notify" checkbox. At the bottom are "Back" and "Next" buttons.



**Step 7:** After the final contact section, you will be brought to the Application Questionnaire.

Below is an example of a Planning and Zoning questionnaire but each questionnaire will be different. Once complete, click "Next".

Questions with a red asterisk are required for submittal.

The screenshot shows a web form titled "As Built-Final Construction Plat Application (In-House Approval)". The form contains several sections with input fields and dropdown menus. The first section is "Subdivision Name" with a text input field and a red asterisk. Below it is "Project Description" with a text input field, a red asterisk, and a character count "4000 char(s) available". The next section is "Watershed Information (If applicable)" with a dropdown menu labeled "- Select Option -" and a red asterisk. Below that is "Proposed Water and Wastewater Utilities" with a dropdown menu. The next section is "Proposed Water and Wastewater Utilities (If Other)" with a text input field, a red asterisk, and a character count "4000 char(s) available". The final section is "Development Phases" with a dropdown menu labeled "- Select Option -" and a red asterisk. The form is styled with a light blue header and a white body.

**Step 8:** Finally, in the File Upload section, add all the drawings, maps, and plans necessary to obtain the permit. The jurisdiction may have specifically labeled file types. Additionally, there is a general file upload section.

The screenshot shows a web form titled "Files Upload". It contains a blue header bar with the title. Below the header is a light blue box with instructions: "If you are attaching any files to this application, click 'Upload Files', select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step. If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload." Below this is a section titled "Upload the following files with your application. When at all possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible." This section contains four sub-sections, each with a red minus sign icon and a button labeled "Upload Files": "Completed Application", "Additional Files", "Subdivision Plat", and "Files". At the bottom of the form are two buttons labeled "Back" and "Next".

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**Step 9:** Once you have answered all the required questions and uploaded all required files, you will be given the option to submit the application to your jurisdiction.

All contact information, project information, and related files will go directly to your jurisdiction for review.

[Click here](#) to learn how to review your application after its been submitted.