## Grayson County Planning & Zoning Steps For E911 Addressing, Platting, Lake Ray Roberts Zoning Application, Floodplain Permits, Mobile Home Rental Community Permits, Right-ofWay 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 <a href="https://www.mygovernmentonline.org">https://www.mygovernmentonline.org</a>
- 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.

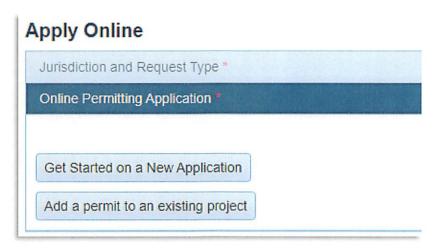
**Step 1:** Log in to <a href="www.MyGovernmentOnline.org">www.MyGovernmentOnline.org</a>. Hover over <a href="Planning & Zoning">Planning & Zoning</a> and select "Apply Online".



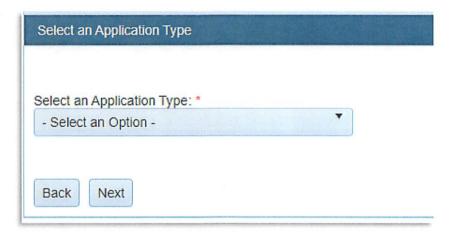
**Step 2:** In the drop downs, select you Country, State, Jurisdiction, and Project Type. Click next.



**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".

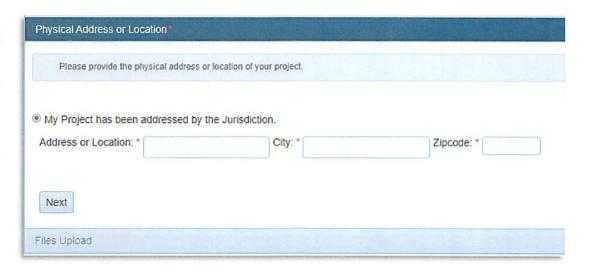


**Step 4:** The next section will be <u>Application Type</u>. Available application types depend on the jurisdiction. Select the desired application and click "Next".



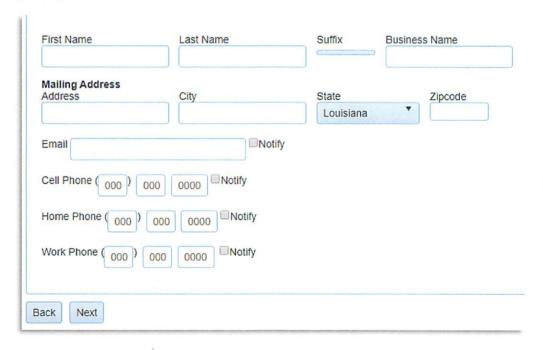
If you do not know what application you need to complete, contact our support team via phone [866] 957-3764 or go to <a href="https://www.mygovernmentonline.org/#contactus">https://www.mygovernmentonline.org/#contactus</a>.

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



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

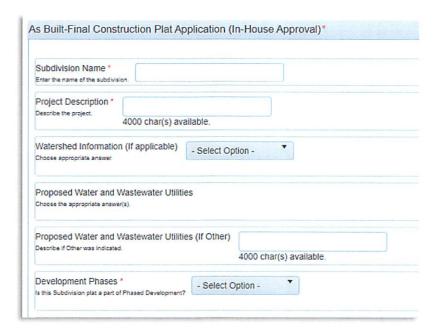
The number of contacts will depend on the application. Selecting the "Notify" check box on a phone number or email will notify that contact of any changes on the project. Click "Next" after completing all contact sections.



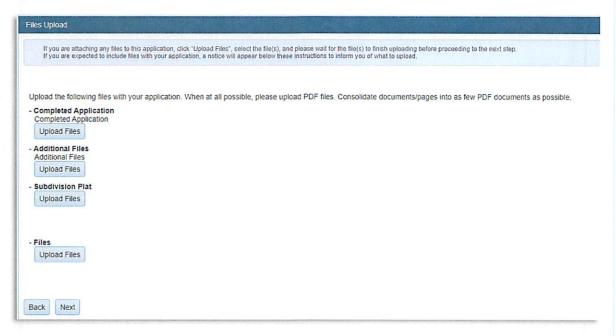
Step 7: After the final contact section, you will be brought to the Application Questionnaire.

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.



**Step 8:** Finally, in the <u>File Upload</u> 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.



**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.

<u>Click here</u> to learn how to review your application after its been submitted.