# How to Submit an Application

## You have three options for application submittal:

**\*Please note that effective 04/02/2021, new FTP site instructions have been uploaded and the host and login information have changed\***

1. Email (with all required attachments) to development@amarillo.gov. \*Preferred  - less than 9 MB\*

2.  (For large files - more than 9 MB) Electronic submittal via the File Transfer Protocol (FTP) site.

> Please follow the Document Preparation Guidelines for uploading to the FTP Site.

To access the FTP site from Filezilla you'll need to enter the following information:

Protocol: SFTP – SSH File Transfer Protocol
Host: amarillo.hostedftp.com (you can also use this as a web browser link if you are on a computer without filezilla.)
Username: AmarilloDevelopmentServices-Public
Password: public
Make sure to place your documents **inside** the Development Services Folder, otherwise we will not be able to view your file!

Please make sure to e-mail development@amarillo.gov once you have uploaded all of this to the FTP site so we will know it's there!

3. Physically delivering the application to the Development Services counter - Please check in with the front desk or call 806-378-5263 to make arrangements.

*Please note that payment of any application fees is required before an application can be deemed completed and eligible for review. Payment may be submitted through US mail, hand delivery, or credit card (may be taken over the phone or in person).*

*Note:  Applications are available here*