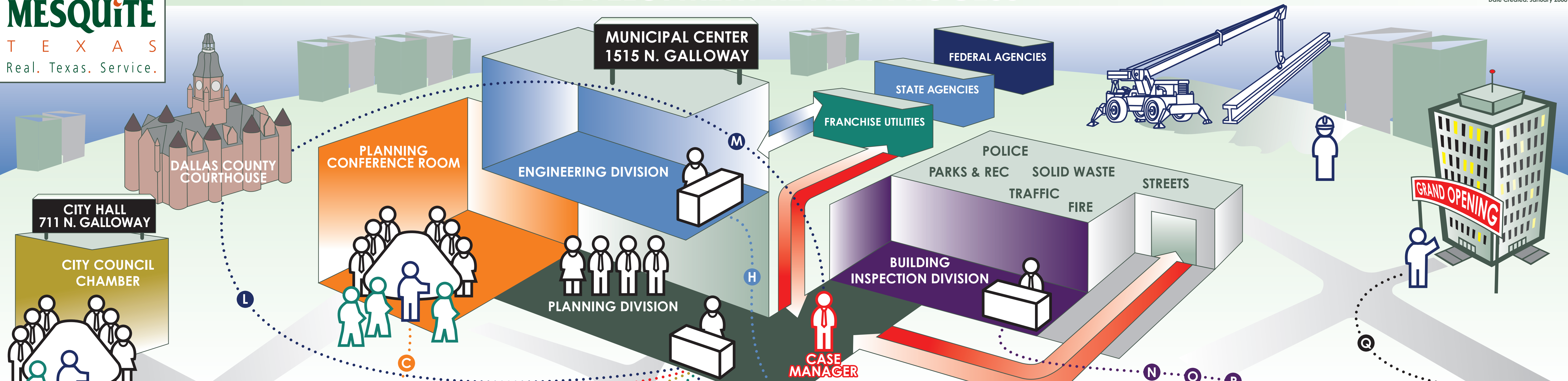


DEVELOPMENT REVIEW PROCESS



1 Self-Survey

A Obtain the Self-Survey from the Planning Division front desk or from the City of Mesquite Website at www.cityofmesquite.com.

The survey guides you in gathering the information the Planning Division needs to begin working with you on your development project.

B Return the Self-Survey noting specific questions or concerns about your project. Include your contact information.

Pay Pre-Application fee.

When you return the Self-Survey and pay the fee, a case manager will be assigned to your project. He will set a date and time for a Pre-Application meeting with you and your development team. He will arrange for the appropriate City development specialists to be at the meeting to answer questions or concerns noted on your Self-Survey.

Time: 6 calendar days from return of Self-Survey.

2 Pre-Application

C Come to the Municipal Center to the Planning Division conference room with your development team for the Pre-Application meeting.

At the Pre-Application meeting, we will explain the City's development review processes, and you may ask questions about those processes, your project and concerns raised in your Self-Survey. In-depth discussion on project specifics will occur as part of later steps, but City development specialists will give quick answers to short questions. We will also explain our online system to track project progress and approvals which you will have access to when you file your first application. Most official notification of actions will be only by online postings.

As takeaways, the Planning Division will provide copies containing all checklists, applications, meeting dates and fees for all steps in the approval processes.

Time: 1 calendar day.

3 Zoning

D If a zoning change is required, file your application with the application fee at the Planning Division front desk. If the property already has the proper zoning for the project, go to Step 4: Site Plan.

The application sets in motion a several part process: Planning Division staff makes a recommendation to the Planning and Zoning Commission. The Commission decides on the application. The application then goes to the City Council for a final decision. If your application is turned down by the Planning and Zoning Commission, you may still appeal the decision to the City Council.

E You, members of your development team and any future buyers of the property, if identified, are required to be present at the Commission and Council meetings.

With the filing of your application, your case manager will set the hearing date for the Commission no more than 45 calendar days later and communicate it by online posting.

Following research, your case manager will post the staff recommendation online at least three days ahead of the Commission's scheduled action.

Prior to the Commission meeting, the Planning Division will send required written notices to surrounding property owners and publish a notice of the hearing.

When the Commission hears your application, it will usually make its decision immediately. Before you leave the meeting, the staff will give you an Action Notification Form summarizing the Commission's action. It will also be posted online.

F Three weeks later, the City Council will hear the zoning request. It ordinarily makes a decision at the hearing. If the Council approves it, the Planning Division will post a copy of the ordinance containing the Council's decision online.

Time: 49 to 68 calendar days for an ordinary zoning change. 70 to 90 calendar days for a flexible planned development district.

4 Site Plan

G Submit your Site Plan Application, Site Plan Application fee, site plan checklist and site plans in person at the front desk of the Planning Division at the Municipal Center. If the project includes a street closing, also file a Street Closing/Abandonment Application and fee.

The site plan shows how the land will be developed, including where the building, parking, streets and other elements will be placed on the property. Zoning for the project must be in place before a site plan can be filed. Specialists in several City departments take part in reviewing the site plan to be certain your planned project meets City development standards, including ordinances and codes. The Planning Director gives final approval to site plans.

Your case manager will review the application as soon as it's filed to determine if it's complete. If elements are missing, he will immediately provide online notice. You must provide the missing elements by the deadline date given in the posting or your application will expire.

Development specialists will review your plan. Your case manager will post their comments online, including specifics on necessary changes.

The Planning Director will notify you of final approval by online posting. He will also post the approved street closing/abandonment permit, if applicable.

Time: 14 calendar days. 7 calendar days for modifications.

5 Engineering

H Submit your Civil Engineering Application and engineering plan checklist and engineering plans at the front desk of the Engineering Division. Include a copy of your approved site plan.

Notify your case manager that you have submitted the engineering plans.

The engineering plan shows how the project elements will be fitted to the property. It contains the engineering details on items including building placement, drainage, streets and emergency access. Under the direction of the Engineering Division, specialists in several City departments as well as outside entities will review your engineering plan for compliance with codes, ordinances and standards.

As soon as it's filed, an Engineering Division reviewer will determine if the application is complete. If not, you must provide the missing elements in the days specified in the online posting or your application will expire.

After engineers and others have reviewed the plan, they will post online required changes with reasons for those changes. To speed review, engineers may talk with your development team to recommend possible solutions.

After payment of the inspection fee, the Engineering Division will release plans, and you will be notified by online posting. You may submit the grading permit application and fee. The Engineering Division will issue your grading permit, posting it online.

Time: 21 calendar days for the first review. 10 calendar days for changes.

6 Plat Process

I If platting is required, file your Plat Application, Plat Application fee and your proposed plat map at the front desk of the Planning Division. Platting can occur concurrently with Step 7.

The plat map filing starts a multi-part process: The Planning Division staff reviews the proposed plat and recommends approval, denial or modification. The Planning and Zoning Commission considers the staff recommendation and makes the final decision at a hearing. If the Commission turns down the application, you must reapply with a revised Plat Application before your project can go forward.

J You or a member of your development team, usually the engineer, must be present at the Commission meeting.

With your application filing, your case manager will set the date for the Commission to decide on your application. That date is usually no more than 30 calendar days after you file your application.

After reviewing the filing, the staff will post online its recommendation at least three days ahead of scheduled Commission action.

K The Commission will decide on your application at the hearing. If the Commission approves, your engineer must prepare the final plat and file it at the Planning Division front desk.

L Once signed by the staff, you must pick it up in person and take it to the Dallas County Courthouse to be recorded.

M Once recorded, you must bring back 12 copies of the recorded documents to your case manager.

Time: 30 calendar days.

7 Building Plans

N Submit your Building Permit Application, building plan review fee, building permit checklist, four sets of building plans on paper and on a disc, proof of zoning, site plan and engineering plan approvals to the front desk of the Building Inspection Division.

The building plans show the specifics of the structure - both the shell and the interior - including electrical, HVAC and other elements.

The building plan reviewer will review the application immediately and notify you if it's incomplete by online posting. You must provide the missing elements by the date listed in the posting or your application will expire.

O As part of the review, the building plan reviewer may talk with your architect to recommend changes. Revisions must be filed at the Building Inspection Division front desk.

The plan reviewer will notify you the plans are approved by online posting.

P Once approved, you must pay a building permit fee and impact fees. The Building Inspection Division will issue your building permit which you must pick up in person at the Building Inspection Division front desk.

Time: 14 calendar days. 7 calendar days for modification reviews.

8 Monitor & Measure

Q Final inspection by the Building Inspection Division triggers this step. If your project is valued at more than \$75,000, an Economic Development representative will hand deliver to you your certificate of occupancy. If it's valued at less than \$75,000, the Planning Division will send your certificate.

The certificate is the final sign-off which allows you to occupy the building.

At the same time, the Community Development Director, who oversees the Planning and Building Inspection Divisions, will invite you to participate in an anonymous survey to evaluate the City's development review process. Survey responses from different projects are batched and analyzed to guide the City in improving its process and service.

APPLICATIONS

ONLINE TRACKING

APPROVALS

CONSTRUCTION

APPROVALS/PERMITS

When applicable, you will collect these approvals and permits as you complete the eight-step process:

- Zoning approval in an ordinance from the City Council posted online
- Site plan approval in an "approved plan" hard copy from the Planning Division
- Engineering plan release in a hard copy from the Engineering Division
- Plat approval from the Planning and Zoning Commission posted online
- Building plan approval in hard copy form
- Street closing/abandonment ordinance posted online
- Building permit in hard copy form
- Certificate of occupancy in hard copy form

MEETINGS

You and/or your development advisors will attend these meetings as you complete the eight-step process:

- Pre-Application
- Planning and Zoning Commission - zoning approval
- City Council - zoning approval
- Planning and Zoning Commission - for plat approval
- Case manager - as needed for specific issues
- Engineering - as needed for specific issues
- Building Inspector - as needed for specific issues

FEES

You will pay these fees as you complete the eight-step process:

- Pre-Application fee - \$50
- Zoning Application fee - \$300
- Site Plan Application fee - \$500
- Civil Engineering Application fee - varies by use and square footage
- Inspection fee - 2% of value of public improvements
- Grading Permit fee - \$100 (non-refundable) + \$500 first acre and \$100 each additional acre (refundable)
- Plat Application fee - \$500
- Building Plan Review Application fee - 25% of building permit fee
- Building Permit fee - 29¢ per square foot
- Impact fees - vary by use, service district and square footage