



## SCHEDULING A PRE-APPLICATION MEETING COMMON DEVELOPMENT ISSUES & RESOURCES

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The recommended first step in the development process is to contact the Planning Division to determine if a pre-application meeting is warranted. These meetings are not intended to cover every aspect associated with the development process; rather it is a tool to exchange information between Town staff and the applicant. Pre-application meetings are intended to improve the development review process by,

- Allowing the applicants to become more familiar with the applicable development codes and procedures;
- Assisting the applicant in preparing a complete application with the required information;
- Identifying major issues applicable to each site; and
- Discussing the development review schedule and the roles of the Planning & Zoning Commission and Town Council.

At a minimum, representatives from Planning and Engineering will attend the meeting. Depending on their availability and the topics of the proposed development, staff representing the Fire Marshal's Office, Parks & Recreation and Building Inspection may attend or will provide follow-up comments if applicable.

### **HOW TO SCHEDULE A MEETING**

Pre-application meetings are typically held every Thursday morning between 9:00 am and Noon for one hour increments. To determine if a pre-application meeting is warranted, please contact Alex Glushko, Senior Planner at 972-569-1093 or via email at [alex\\_glushko@prospertx.gov](mailto:alex_glushko@prospertx.gov).

Due to the number of development inquires, available time slots fill quickly, and we cannot guarantee an appointment at the next scheduled meeting. We recommend requesting an appointment a minimum of one week in advance.

The productivity of the meeting depends on the amount of information provided to staff. A PDF copy of the proposed plan must be emailed to Alex Glushko at the above-noted email address by noon, on the Monday prior to the meeting. Staff will not have time to review the exhibit in detail, but it will help us to become familiar with the proposal prior to the meeting.

### **INFORMATION AND RESOURCES**

The attached document contains many of the issues and references to codes common to developing in Prosper. The Town's web site also contains information that will assist in the development process. In particular, please reference the Planning Division web site at <http://www.prospertx.gov/business/land-development/planning/>

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## **PLANNING**

- Please verify whether or not the zoning on the property permits the proposed use. If a zoning change is required, the site should be rezoned in accordance with the Comprehensive Plan. The Town's Zoning Ordinance is available at: <http://www.prospertx.gov/government/codes-ordinances/>. The Comprehensive Plan is available at: [http://www.prospertx.gov/wp-content/uploads/Prosper\\_Comprehensive\\_Plan\\_Combined.pdf](http://www.prospertx.gov/wp-content/uploads/Prosper_Comprehensive_Plan_Combined.pdf)
- The Development Manual is available on the City's web site and provides a comprehensive list of items and information required to be depicted on all applications.
- At time of development, the Town collects Thoroughfare, Water and Wastewater Impact Fees. The impact fee calculator is located at: <http://www.prospertx.gov/business/land-development/planning/impact-fee-calculator/>. Please note that the rate of the Thoroughfare Impact Fees are per the "Service Area" of the Town. At the time of a finish-out permit application, a higher Thoroughfare Impact Fee may be assessed if the use is different than the originally identified use.
- Development and zoning applications are accepted until noon on specific dates. Incomplete or late applications will not be accepted. Applications must be delivered in person by the applicant; applications delivered via a courier service will not be accepted. The application dates and the projected schedule for meetings by the Planning & Zoning Commission and Town Council are located in the Development Manual.

## **CIVIL ENGINEERING**

- Detention is required for commercial development unless regional detention is provided. Detention ponds shall be amenitized.
- Detention is no longer required in the Doe Branch basin.
- Development shall be served by two separate sources of water (looped system).
- Water and sanitary sewer lines must be extended to adjacent developments where applicable.
- Please refer to the Town's Engineering Standards regarding design standards, construction standard details, technical specifications, approved materials list, and general notes. <http://www.prospertx.gov/business/land-development/engineering/engineering-documents/>
- Wastewater service laterals shall be a minimum 4 inches for residential and 6 inches for commercial developments. Manholes are required for laterals 6 inches or larger connecting to the main line.
- Minimum sanitary sewer manhole size is 5-foot diameter.
- Stormwater discharges from proposed developments shall be done in a manner to be non-erosive. Efforts to stabilize creeks and outfalls should be taken to minimize erosion.
- All easements dedicated to the Town are a minimum of 15 feet wide. Additional width may be required depending on the depth of the public service line. Easements between residential lots shall fall entirely on one lot.
- No landscaping, dumpster enclosures, structures with exception of flatwork (sidewalks, parking stalls and drive aisles) shall be allowed in public easements.
- Full panel concrete pavement replacement will be required if pavement is cut if more than sawcut for driveway connections.
- All sites require two points of access, one of which must connect to a median opening. Driveways associated with a median opening must have minimum 4-foot median with minimum 24-foot width paving on either side.
- All driveways on minor and major thoroughfares must have a deceleration lane.
- The developer of a site is responsible for constructing median openings, left-turn lanes and deceleration lanes to its driveways.
- Driveways typically must be spaced 240 feet apart on minor thoroughfares, 280 feet apart on major thoroughfares, and further apart on TxDOT roadways.

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- All connections to TxDOT roadways must follow TxDOT design standards and permit guidelines which includes a simplified TIA. TxDOT roadways in Prosper include US 380 (University Drive), SH 289 (Preston Road), Business 289 (Coleman Street), FM 1193 (Broadway Street), FM 1385, FM 1461 (Frontier Parkway), and FM 2478 (Custer Road).
- The site shall provide for cross-access to adjacent properties (and may need to obtain access easements from an adjacent property to build a shared driveway).
- Driveways shall provide the required on-site stacking (measured from the ROW line) before giving access to parking spaces or drive aisles.
- Dead-end parking rows are not permitted.
- Uses subject to a Specific Use Permit (SUP), such as day care facilities and private schools, may be required to submit a Queuing and Traffic Circulation Study as part of the SUP application to ensure the site can accommodate drop-off and pick up students without negatively impacting the adjacent streets.
- Day care facilities and schools require a stacking lane that is outside of a fire lane.

### **FIRE DEPARTMENT**

- The Town has adopted the 2012 Edition of the International Fire Code with local amendments. The local amendments can be located at: <http://www.prospertx.gov/fire-department/>.
- The Town of Prosper is an ISO Class 5/9 regarding property insurance classification.
- Min. of two points of access. Spaced no less than 140 feet apart.
- Fire lanes must be provided within 150 feet of all exterior walls of any building.
- The fire lane shall be a minimum of 24 feet wide.
- The inside turning radius of the fire lane shall be a minimum of **30** feet.
- Dead end fire lanes are only permitted with approved hammer heads.
- Fire hydrants must be provided at the entrances and intersections.
- Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- The fire lanes and fire hydrants must be installed and tested prior to beginning vertical construction of the building.
- Automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet on each lot or the occupant load within the assembly occupancy exceeds 100 people.
- Additional requirements shall apply to mini-warehouse/self storage buildings.
- Fire department connection (FDC) for the fire sprinkler system must be located within 50 feet of a fire hydrant and 50 feet of a fire lane. 5" Storz, 30 degree downward turn with locking cap.
- A minimum 10-foot unobstructed width must be provided around a building for adequate Fire Department access.

### **PARKS**

- All residential development is subject to dedication of public parkland.
- The required conveyance of land shall be either
  - One (1) acre of land per thirty-five (35) residential units, or in an amount proportionally equal to five percent (5%) of the total tract acreage, whichever is greater; or
  - The payment of a fee in lieu of dedication (per Section 13.5 of the Subdivision Ordinance).
- The decision whether to accept dedication, payment of the fee or a combination will be made by the Parks & Recreation Board upon recommendation by staff.
- The dedication of park land requires a recommendation by the Parks & Recreation Board and final approval by the Town Council.
- A Park Improvement Fee in the amount of \$1,500.00 per single family lot or \$2,000.00 per multifamily unit is also required in addition to the parkland dedication or fee in lieu of dedication.

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- Depending upon the location, residential and commercial development may be subject to the granting of an easement and/or the construction of a Hike and Bike Trail.
- Senior living facilities and senior care facilities, including assisted living facilities, senior congregate care facilities, memory care facilities, and nursing homes are exempt from the parkland dedication and park improvement fee requirements. Independent living and retirement communities or age-restricted housing developments are not exempt from these requirements.

### **BUILDING INSPECTIONS**

- The City's Sign Ordinance can be found in Article 3.14 of the Town of Prosper Code of Ordinances in the following link: <http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=prosperset>
- The Town has contracted with Bureau Veritas North America (BVNA) for third party plan review and inspections for commercial and multi-family projects on a case-by-case basis. The Town's Building Official will determine whether Town staff or BVNA will be providing the services. Building permit fees will be collected in accordance with the Town's fee schedule.
- The Town has also contracted with BVNA to conduct Fire Alarm and Fire Sprinkler System Plan Review and/or Inspections on a case-by-case basis. The Town's Fire Marshal will determine if he or BVNA will be providing these services. Please note that the Town will collect the actual cost of BVNA's services.

### **CODES AND RELATED ORDINANCES:**

2012 International Fire Code with local amendments  
2012 International Energy Conservation Code (IECC) with local amendments  
2012 International Fuel Gas Code (IFGC) with local amendments  
2012 International Plumbing Code (IPC) with local amendments  
2011 National Electrical Code (NEC) with local amendments  
2012 International Mechanical Code (IMC) with local amendments  
2006 International Property Maintenance Code (IPMC) with local amendments  
2012 International Residential Code (IRC) with local amendments  
2012 International Building Code (IBC) with local amendments  
Article 3.18 Residential Green Building Program  
Ord. No. 09-098; <http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=prosperset>