



## 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 Inspections may attend or will provide follow-up comments if applicable. Meetings may be conducted virtually and/or at Development Services, on the 2<sup>nd</sup> Floor of Town Hall, 250 W. First Street.

### **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 David Soto, at 972-569-1095 or via email at [PlanningDept@prospertx.gov](mailto:PlanningDept@prospertx.gov). Along with the request, please also include the completed Pre-Applications Request form attached herein.

Due to the number of developments 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.

Please submit the following information by noon, on the Friday prior to the meeting:

- A PDF copy of the proposed **concept plan and elevations**
- Completed **Pre-Applications request form**
- **Letter of Intent** describing the project or any questions you may have for the team.

### **INFORMATION AND RESOURCES**

The attached document contains many of the issues and references to codes common to developing in Prosper. The Town's website 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/>

### **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: <https://www.prospertx.gov/wp-content/uploads/Prosper-Comprehensive-Plan-Combined-Updated-Sept-2020-Reduced.pdf>
- The Development Manual is available on the Town'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 Roadway, 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

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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.
- Rooftop mounted mechanical equipment shall be screened from view by the parapet wall at all points along all property lines.

### **CIVIL ENGINEERING**

- Detention is required for all development unless regional detention is provided (with exception listed below). Detention ponds shall be wet or underground unless a waiver from Town Council is approved.
- Detention is no longer required in the Doe Branch basin for tracts west of the DNT. All development in the Doe Branch basin will need to analyze the downstream system for capacity and pinch points. Otherwise, detention may not be waived.
- Development shall be served by two separate sources of water (looped system).
- Water and sanitary sewer lines (and drainage) 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 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 raised 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.
- Any required improvements unable to be installed at time of development shall be required to be escrowed prior to final acceptance. This may include turn lanes, median openings, and sidewalks depending on existing site constraints.
- Driveways typically must be spaced 240 feet apart on minor thoroughfares (4LD), 280 feet apart on major thoroughfares (6LD), and further apart on TxDOT roadways.
- 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), FM 1193 (Broadway Street east of Coleman Street), FM 1385, FM 1461 (Frontier Parkway east of Preston Road), 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/throat depth (measured from the ROW line) before giving access to parking spaces or drive aisles.
- Dead-end parking rows are not permitted, with the exception of properties located within the Downtown Office (DTO) District, which permits a maximum of ten (10) spaces in a dead-end parking row.
- Uses subject to a Specific Use Permit (SUP), such as child 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.
- Child care facilities and schools require a stacking lane that is outside of a fire lane.

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### **FIRE DEPARTMENT**

- The Town has adopted the 2015 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 1/1X regarding property insurance classification.
- Minimum of two points of access. Spaced no less than 140 feet (140') apart. Amendment 503.1.4
- Fire lanes must be provided within 150 feet (150') of all exterior walls of any building. Amendment 503.1.1
- The fire lane shall be a minimum of 24 feet (24') wide. Buildings 30 feet (30') or higher in height are required to have a minimum of a 26-foot wide fire lane in the immediate vicinity for firefighting operations of the building. One of the 26-foot wide fire lanes shall be located a minimum of 15 feet (15') from the building and no more than 30 feet (30'). Appendix D105
- The inside turning radius of the fire lane shall be a minimum of 30 feet (30'). Amendment 503.2.4
- Dead-end fire lanes are only permitted with approved hammerheads.
- Fire hydrants must be provided at the entrances and intersections. Amendment 507.5.1
- As properties develop, fire hydrants shall be located at all intersecting streets and the maximum spacing shall be every 300 feet (300') for all developments and facilities other than R3. R3 developments shall be every 500 feet (500'). Distances between hydrants shall be measured along the route that fire hose is laid by a fire apparatus from hydrant-to-hydrant, not as the "crow flies." Amendment 507.5.1
- The fire lanes and fire hydrants must be installed and tested prior to beginning vertical construction of the building.
- Fire department connection (FDC) for the fire sprinkler system shall be located within 50 feet (50') of a fire hydrant and 50 feet (50') of a fire lane. 5" Storz, 30-degree downward turn with locking cap. Amendment 507.5.1
- Fire hydrants shall be located 2 foot (2') to 6 foot (6') back from the curb or fire lane and shall not be located in the bulb of a cul-de-sac. Amendment 507.5.1
- There shall be a minimum of two (2) fire hydrants serving each property within the prescribed distances listed above. A minimum of one fire hydrant shall be located on each lot. Amendment 507.5.1
- A minimum 10-foot unobstructed width shall be provided around a building for adequate Fire Department access. A continuous row of parking and landscaping shall be considered a barrier. Amendment 503.1.1
- An automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet to the drip line on each lot or the occupant load within the assembly occupancy exceeds 100 people. Amendment 903.2.11.9
- One-and two-family dwellings automatic fire systems. Automatic fire protection systems per NFPA 13D or NFPA 13R shall be provided in all one-and two-family dwellings with a conditioned floor area of 5,500 square feet (511 m2) or greater, dwellings three (3) stories or greater, or dwellings with roof heights exceeding thirty-five feet (35') from grade. IRC-2015 Amendment R313.2
- The maximum dead- end cul-de-sac length shall not exceed six hundred feet (600') as measured from the centerline of the intersection street to the center point of the radius. Amendment 503.1.5
- Fire will review and approve Knox box location(s) and access controlled gates.
- Additional requirements shall apply to mini-warehouse/self-storage buildings.

### **PARKS**

- All residential development is subject to dedication of public park land.
- 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 6.20 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.

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- 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 park land dedication or fee in lieu of dedication.
- 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.
- Assisted living facilities, senior congregate care facilities, memory care facilities, and nursing homes are exempt from the park land dedication and park improvement fee requirements. Independent Senior living and retirement communities or age-restricted housing developments are not exempt from these requirements.

### **BUILDING INSPECTIONS**

- The Town has contracted with Bureau Veritas North America (BVNA) for third party plan review and inspections for certain 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.

### **HEALTH**

- The Town has adopted the 2015 Texas Food Establishment Rules with local amendments.
- The Town of Prosper only allows dogs to be present on outdoor patios per the Town's Code of Ordinances (service animals are exempt).
- All restaurants shall have a grease trap or interceptor and shall be located outside.
- Used oil bin shall be stored within dumpster enclosures, or otherwise screened from view from public right-of-way.
- Finishes located within the food preparation, storage, service and restroom(s) areas shall comply with smooth, durable, easy to clean, non-absorbent and light in color. Recommended LRV of 50 or Higher. Sample boards are highly encouraged to be submitted for approval prior to applying for the building permit.
- Ventilation- shall be sufficiently sized to keep facility free of excessive heat, odors, smoke, and fumes. Please note, Type 1 or Type 2 hood are often required if the equipment states "vent-less system".
- All equipment shall meet the National Sanitation Foundation or an equivalent certifying body.
- Floor drains shall be centrally located within the food preparation, food service and restrooms.
- Openings to the outside shall be effectively protected against the entrance of pest by closing holes and other gaps along floors, walls, and ceilings. Tight-fitting, self-closing doors, which are kept closed; closed windows, screening (16 mesh), or properly designed and installed air curtains to control flying insects.
- On-site laundry facilities shall be located separately from the food preparation, food service, and food storage areas.
- Dressing rooms and locker rooms shall be designated and used for that purpose. These designated rooms shall not be used for food preparation, food storage or service, or for utensil washing. Lockers may be located in packaged food and/or single service article storage rooms.
- When accessing the restrooms, the traffic of unnecessary persons through the food preparation and utensil washing areas is prohibited.

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

Sign Ordinance - <https://www.prospertx.gov/wp-content/uploads/Final-Update-Sign-Ordinance-2018-06-26.pdf>

2015 International Fire Code with local amendments

2015 International Energy Conservation Code (IECC) with local amendments

2015 International Fuel Gas Code (IFGC) with local amendments

2015 International Plumbing Code (IPC) with local amendments

2017 National Electrical Code (NEC) with local amendments

2015 International Mechanical Code (IMC) with local amendments

2015 International Property Maintenance Code (IPMC) with local amendments

2015 International Residential Code (IRC) with local amendments

2015 International Building Code (IBC) with local amendments

Residential Green Building Program - Article 3.18 of the Town's Code of Ordinances

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Ord. No. 09-098; <http://z2codes.frankinlegal.net/franklin/Z2Browser2.html?showset=prosperset>



# PRE-APPLICATION REQUEST FORM

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*The applicant shall discuss with the Planning Department to determine if a pre-application is warranted, please contact David Soto, at 972-569-1095.*

## Applicant (Printed or Typed)

Name of Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Additional Attendee

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## Required Location Information

General Location: \_\_\_\_\_

Acreage: \_\_\_\_\_

Please submit the following information by noon, on the Friday prior to the meeting:

- A PDF copy of the proposed concept plan and elevations
- Completed pre-application request form
- Letter of Intent describing the project or any questions you may have for the team.

Please select meeting preference below:

Virtual (Microsoft Teams)

In person

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