

Summary of the Residential Development Process

○ **Application and review of a Preliminary Plat and other applicable plans**

A Development Application and associated materials (see Preliminary Plat checklist) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. *(The applicant shall schedule a pre-application meeting with Town staff prior to submitting a development application.)* Various plans (i.e. Preliminary Plats and Final Plats) may be submitted and reviewed concurrently, as well as scheduled for the same meeting(s). Other applicable plans shall include:

- Preliminary Utility Plan
- Preliminary Drainage Plan
- General Tree Survey

In accordance with the Town's Zoning and Development Schedule, the application and associated plans are reviewed by Town staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the Development Services Department. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to the Development Services Department a minimum of fourteen (14) days prior to the next scheduled Planning & Zoning Commission Meeting. If plans do not substantially address Town comments, the item will be scheduled for a meeting at a later date subject to the revisions addressing all comments. In the case that a plat is not corrected within the designated time frame, a 30-day waiver may be requested by Town staff in order to allow for adequate review time, prior to action by the Planning & Zoning Commission.

○ **Action on Preliminary Plat by the Planning & Zoning Commission**

Once all review comments of the Preliminary Plat are satisfied, the Preliminary Plat will be scheduled for consideration by the Planning & zoning Commission.

○ **Application and review of a Final Plat and other applicable plans**

A Development Application and associated materials (see Complete Application, Final Plat, and other appropriate checklists) are submitted to the Development Services Department by the applicant in accordance with the Town's Zoning and Development Schedule. *(The applicant shall schedule a meeting with Town staff prior to submitting a development application.)* Various plans (i.e. Preliminary Plats and Final Plats) may be submitted and reviewed concurrently, as well as scheduled for the same meeting(s). Other applicable plans shall include:

- Civil Engineering Plans
- Landscaping, Irrigation, and Screening Plans
- Detailed Tree Survey and Tree Mitigation Plan

In accordance with the Town's Zoning and Development Schedule, the application and associated plans are reviewed by Town staff; comments regarding the plans are made available to the applicant; and the applicant addresses the comments and returns the corrected plans to the Development Services Department. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding

comments. Corrected plans must be returned to the Development Services Department a minimum of fourteen (14) days prior to the next scheduled Planning & Zoning Commission Meeting. If plans do not substantially address Town comments, the item will be scheduled for a meeting at a later date subject to the revisions addressing all comments. In the case that a plat is not corrected within the designated time frame, a 30-day waiver may be requested by Town staff in order to allow for adequate review time, prior to action by the Planning & Zoning Commission.

After initial submittal to the Town, civil engineering plans, landscaping irrigation and screening plans do not need to follow the same approval schedule as the Final Plat. However, all layout changing issues need to be addressed prior to scheduling a plat for approval.

- **Action on Final Plat by the Planning & Zoning Commission**

Once all review comments of the Final Plat are satisfied, the Final Plat will be scheduled for consideration by the Planning & zoning Commission. Approval of a Final Plat is the Town's authorization for the developer to start construction once all associated plans are revised to the satisfaction of all Town staff, all conditions of the Final Plat are met, and following a preconstruction meeting.

- **Review of civil engineering, landscaping, irrigation, and screening plans**

The review of civil engineering, landscaping, irrigation, and screening plans may continue after approval of the Final Plat; however, these plans shall be approved prior to beginning of grading or construction.

- **Construction release**

Once all plans are revised to the satisfaction of all Town staff and subject to meeting all approval conditions of the Final Plat, a construction release will be authorized by the Town and the project will be eligible for a pre-construction meeting.

In conjunction with a pre-construction meeting, the Planning Division will be emailed the most current version of the Final Plat so it can be digitally stamped with Planning's Final Approval. Once digitally stamped the plat will be emailed back and be submitted at the preconstruction meeting.

- **Preconstruction meeting and construction**

A preconstruction meeting may be scheduled by contacting the Engineering Department at (972) 569-1198. Following the preconstruction meeting, grading and site construction may commence.

- **Construction inspections**

Grading, utility, street, and other inspections may be scheduled by contacting the Public Works Department at (972) 347-9969. A 24-hour notice is required.

- **Preliminary Inspection**

Once construction is complete. Two (2) sets of preliminary as-built / record plans shall be submitted to the Engineering Department. This set of plans shall be forwarded to the Public Works Department for a preliminary inspection where a punch list of preliminary inspection issues will be created and forwarded to the contractor, designer engineer, and applicant.

- **Final Inspection**

Once preliminary inspection issues have been corrected, a final inspection may be scheduled by contacting the Public Works Department at (972) 347-9969. A 24-hour notice is required. In addition, a landscape inspection must be scheduled by contacting the Parks & Recreation Department, Landscape Architect at (972) 569-1160.

- **Signature and filing of the Final Plat**

Upon final inspection of subdivision by the Public Works Department, a check plat shall be provided to the Planning Department for final review prior to printing copies for signature circulation. After printing approval the applicant shall submit a certified Tax Certificate and fully executed copies of the Final Plat for signatures to the Development Services Department.

Assessment of impact fees and park fees

Impact fees are assessed in accordance with the Town's Impact Fee Ordinance No. 17-41, as it exists or may be amended. Park fees are assessed in accordance with the Town's Subdivision Ordinance No. 17-41, as it exists or may be amended.

- **Submittal of final acceptance materials**

The following materials must be submitted to the Town prior to acceptance of subdivision improvement by the Town:

- ✓ One (1) blackline set of final as-built / record plans and landscape plan
- ✓ Two (2) CD's of as-built / record plans and landscape plans (include both .dwg and .pdf formats on each CD)
 - .dwg files should include all files as they relate to the civil set in AutoCAD 2012 or older format
 - Individual .pdf files for each individual sheet and labeled as shown on the cover sheet of the civil set
 - All CD's to be labeled with "Record Drawing" as the title and shall include project name and date.
- ✓ A two-year maintenance bond for 100% of the public improvement costs
- ✓ An affidavit of construction costs
- ✓ Final pay estimate of public improvements (final bid tabs showing line items and unit costs, or similar. No lump sum estimates allowed.)
- ✓ Payment of inspection fees (3% of construction costs of public improvements)
- ✓ Address Plats: Confirm an address plan has already been returned to the Planning Department
- ✓ Copies of the Final Plat to be filed with the owner, surveyor, and notary signatures (no addresses)
- ✓ Payment of Park Dedication and Improvement fees. Contact the Parks & Recreation Department Landscape Architect for details.
- ✓ Final cost estimates of required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.) based on above final cost estimate.
- ✓ Payment for one (1) year of street light operating costs.
- ✓ Homeowners Association (HOA) or Property Owners Association Covenants, Conditions, and Restrictions (CC&Rs), deed restrictions, and/or other documents pertaining to the maintenance of amenities

- **Final acceptance of subdivision improvement by the Town staff**

After final inspection and submittal of final acceptance materials, the Town shall notify the subdivider in writing as to his acceptance or rejection of the construction. The Town shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the Town rejects such construction, the Town Attorney shall, on direction of the Town proceed to enforce the guarantees provided in the Town's Subdivision Ordinance. If the Town accepts the construction, the final acceptance certificate stating that the requirement standards for the Town of Prosper have been met and that the public improvements and dedications have been approved, shall be given to the Subdivider.

○ **Payment of impact fees**

Impact fees are paid in accordance with the Town's Impact Fee Ordinance No. 17-14, as it exists or may be amended.

○ **Issuance of building permits**

Building permits may be issued following the filing of the Final Plat, final acceptance of subdivision improvements, payment of impact fees, and approval of a building permit.

Other codes and ordinances to consult for additional information, include, but are not limited to the following:

- Zoning Ordinance
- Subdivision Ordinance
- 2015 International Fire Code with local amendments
- 2015 International Energy Conservation (IECC) with local amendments
- 2015 International Fuel Gas Code (IFGG) 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
- 2015 International Existing Building Code (IEBC) with local amendments
- Residential Green Building Program (Ord. No. 09-098 / Article 3.18)