

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.

○ **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.

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.

***Town Engineering Services Department and Parks Department are now reviewing Civil and Landscape plans electronically. Refer to the Engineering Plans Checklist for more details, but initially submittals should be submitted on a zip file or CD. Subsequent submittals should be done via ftp, sharefile or similar. ***

- **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 pre-construction 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 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 pre-construction meeting.

- **Pre-construction meeting and construction**

A pre-construction meeting may be scheduled by contacting the Engineering Services Department at (972) 346-3502. Following the pre-construction meeting, grading and site construction may commence.

- **Construction inspections**

Grading, utility, street, and other civil inspections will be conducted by the Engineering Construction Inspectors. Inspections will not be scheduled, but will occur on a daily/as-needed basis.

- **Preliminary-Final Inspection**

Once construction is substantially complete, the contractor/developer/consultant is responsible for setting up a preliminary-final walk inspection. One (1) set of preliminary as-built/record plans shall be submitted to the Engineering Services Department. This set of plans shall be forwarded to the Construction Inspectors for a preliminary inspection where an Engineering punch list of preliminary-final inspection issues will be created and forwarded to the contractor, designer engineer, and applicant.

- **Final Inspection**

Once preliminary-final inspection issues have been corrected, a final inspection may be scheduled by contacting the Engineering Services Department at (972) 346-3502 which shall include a final walk by Public Works staff and Engineering Construction Inspectors. A 48-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 the subdivision by the Engineering Services 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 three 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:

- ✓ Two (2) CD's or USB Flash Drives 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 all construction costs of public improvements)
- ✓ Address Plats: Confirm an address plan has been returned to the Planning Division.
- ✓ 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 at 972-569-1160.
- ✓ 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 escrow payment 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. (This needs more information for example who collects the fees and what information is used to calculate the impact fees)

○ **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)