

Summary of the Nonresidential and Multifamily Development Process

○ **Application and review of a Preliminary Site Plan and other applicable plans**

A Development Application and associated materials (see Preliminary Site Plan 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. Site Plans 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
- Conceptual Façade 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 a Preliminary Site Plan by the Planning & Zoning Commission**

After the review process is complete, the Preliminary Site Plan will be scheduled for consideration by the Planning & Zoning Commission. The approval of a Preliminary Site Plan is the Town's authorization to submit a Final Plat, Site Plan, and associated plans for the project, subject to meeting all approval conditions of the Preliminary Site Plan.

○ **Application and review of a Final Plat, Site Plan, Civil Engineering Plans, and other applicable plans**

A Development Application and associated materials (see Complete Application, Site Plan, 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 pre-application meeting with Town staff prior to submitting a development application.)* Various plans (i.e. Site Plans 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
- Façade Plans
- Open Space 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 final acceptance.

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 and Site Plan are satisfied, the Final Plat and Site Plan will be scheduled for consideration by the Planning & Zoning Commission. Approval of a Final Plat and Site Plan 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 and Site Plan are met, and following a pre-construction meeting.

- **Review of Civil Engineering, Landscaping, Irrigation, and Screening Plans**

The review of Civil Engineering, Landscaping, Irrigation, Screening, Open Space, and Façade Plans may continue after approval of the Final Plat; however, these plans shall be approved prior to beginning of grading or construction.

- **Construction release (Civil and Building Release)**

Once all plans are revised to the satisfaction of all Town staff and subject to meeting all approval conditions of the Final Plat and Site Plan, a construction release will be authorized by the Town, and the project will be eligible for both civil development and building pre-construction meetings. Final Plat, Site Plan and Façade Plans shall be digitally stamped and included in the building permit submittal. Once a project has been released for pre-construction, the most recent version of approved plans needs to be forwarded to the Planning Division for stamping. An address plan must be on file prior to submitting for any permits.

- **Civil development pre-construction meeting and construction**

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

- **Building pre-construction meeting, issuance of building permits, and construction**

A building pre-construction meeting for building improvements shall be scheduled by contacting the Building Inspections Division at (972) 346-3502. Building permits may be issued following a building pre-construction meeting and payment of building permit and impact fees. No vertical building construction may occur until all fire lanes have been constructed to Town standards.

- **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.

- **Building Inspections**

Building Inspections may be scheduled by contacting the Building Inspections Division at (972) 346-3502.

- **Construction inspections for site improvements**

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.

- **Planning inspection prior to vertical construction**

A 4' x 4' material sample board is required to be constructed and inspected on site. A compliance inspection shall be scheduled by contacting the Planning Division at (972) 346-3502.

- **Preliminary-Final inspection of site improvements**

Once construction is substantially complete, 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 inspection issues will be created and forwarded to the contractor, designer engineer, and applicant.

- **Final Inspection of site improvements**

Once preliminary-final inspection issues have been corrected, a final inspection may be scheduled by contacting the Engineering Services Department at (972) 569-1198 which shall include a final walk by Public Works staff and Engineering construction inspectors for public infrastructure and by Engineering staff for all other site improvements. 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 Public Works Department, a check plat shall be provided to the Planning Division 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. Signature circulation can take up to 14 calendar days depending on staff availability.

Submittal of final acceptance materials for Public Infrastructure

The following materials must be submitted to the Town prior to acceptance of public infrastructure improvements by the Town and before Engineering will sign-off on a certificate of occupancy (CO):

- ✓ 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, 1% of fire lane construction costs)
- ✓ Address Plats: Confirm an address plan has already been returned to the Planning Division.
- ✓ Copies of the Final Plat to be filed with the owner, surveyor, and notary signatures (no addresses)
- ✓ 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.) Estimate to be done on Town spreadsheet template accompanied by an exhibit showing the location of future improvements.
- ✓ Escrow payment for 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.
- ✓ 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 or 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.

○ **Application for a Certificate of Occupancy (CO)**

Upon an application for a CO, the developer will be given a blue card, and it will be their responsibility to acquire all necessary Town staff signatures on the card in order to receive issuance of a CO. Note that all public improvements must be constructed and final accepted prior to Engineering Services Department sign off on the blue card.

○ **Issuance of a Certificate of Occupancy**

A Certificate of Occupancy may be issued by the Town following approval of all final inspection conditions and final acceptance.

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)