



# Development Plan Application & Approval Process

## Introduction

Prior to preparing a Development Plan application, the applicant should ensure the subject property is properly zoned and no variances are required to zoning, subdivision, or development regulations. Contact the Development Services Department to obtain the applicable regulations, or find out whether a zoning change or variance is required.

When the applicant has determined that all necessary zoning and/or variance approvals have been secured, a Development Plan application package must be submitted for City staff review and City Plan Commission approval prior to commencing construction of a proposed development project.

The *Developer's Checklists* are an overview of development regulations and detailed requirements for the various plans that make up the Development Plan package. Prior to preparing Development Plans for submittal, applicants should obtain copies of the *Developer's Checklists* from the Development Services Department and review them carefully.

Applicants are strongly encouraged to contact a Planner early in the Development Plan preparation process to ensure that Development Plans are prepared in accordance with City regulations and policies.

The Development Review process typically requires 30 calendar days; however additional review time may be necessary depending on the scale and complexity of the proposed project.

## Project Contact

Each applicant **must** designate a single individual who will act as the primary contact person for City staff during the Development Review process. This person's name and contact information must be provided on all required application forms.

## Pre-submittal Conference and Initial Submittal Deadlines

The project contact **must** schedule a Pre-submittal Conference with a Planner no fewer than five (5) and no more than 42 working days in advance of the anticipated Initial Development Submittal to review the Development Plans for completeness and general compliance with City requirements and policies.

Refer to the current *Development Review Calendar* for City Plan Commission meeting dates and corresponding Presubmittal Conference and Initial Development Submittal (IDS) deadlines.

## Initial Submittal Authorization

If the Planner determines the Development Plans are in accordance with City requirements and policies, the project contact will receive an Initial Development Submittal Authorization letter. No Initial Development Submittal will be accepted without the required Authorization form.

### Initial Development Submittal (IDS)

The project contact **must** submit a complete IDS package to the Development Services Department before the deadline on a designated submittal date (refer to the appropriate Submittal Requirement sheet(s) for plans being submitted). *Complete submittals received after the submittal deadline will be held for review beginning on the next scheduled IDS date. Incomplete submittals will be denied, with written notice delivered to the project contact indicating the reason(s) for denial*

Submittals shall include a CD of each of the following files in PDF format, along with the designated number of printed copies of each document noted in your Initial Development Submittal Authorization letter. Generally, the following are required:

Plat/Replat	16 if single family, 14 for all others
Closure Calculations	5
Separate Instruments	5
Concept Plans	13
Site Plans	13
Landscape/Photometric Plans	8
Building Elevations	6
Civil Engineering Plans	5
Variance Requests	14
H.O.A. Single Family Subdivision	3
Zoning Cases	12

### Staff Review and Comment Period

If the complete IDS package is received by the submittal deadline, City staff will conduct an inter-departmental review of the Development Plans, and a Planner will return redline comments to the applicant, typically within 2-3 weeks. The Planner will advise the project contact if additional review will be required and if necessary, develop a revised review schedule. The project contact will typically be given at least 5 working days to address the redline comments.

### Final Development Submittal (FDS)

Prior to the City Plan Commission meeting, the project contact **must** submit a complete FDS to the Development Services Department (refer to the appropriate Submittal Requirement sheet(s) for plans being submitted). The Planner will establish the submittal deadline for the FDS. *Incomplete submittals will be rejected, with written notice delivered to the project contact indicating missing items.*

A Planner will review the complete FDS to ensure that all staff redline comments have been addressed prior to placing the project on a City Plan Commission agenda. If comments have not been adequately addressed, a Planner will notify the project contact.

### City Plan Commission Meeting

The City Plan Commission generally meets on the first and third Tuesday of each month at 7:00 p.m. in the Council Chambers at the Richardson Civic Center/City Hall, 411 W. Arapaho Road, Richardson, Texas, 75080. *The project contact is required to attend the City Plan Commission meeting at which the project is to be considered.*

### Approved Plans

Once the Development Plans have been approved, staff will distribute the plans to the appropriate City departments and file plats, separate instruments, or other associated documents with the appropriate county clerk.