



Administrative Approval Process

Provision

The *Subdivision and Development Ordinance* requires City Plan Commission approval of site and landscape plans for all non-residential and apartment properties in the City prior to the issuance of development permits. The City Council has authorized City staff to administratively approve **minor** amendments to previously approved site and landscape plans which:

1. do not require modification to any easement or right-of-way;
2. comply with the *Comprehensive Zoning Ordinance*, *Subdivision and Development Ordinance*, and other applicable regulations and policies; and
3. do not increase the gross building square footage on the subject property by more than ten percent (10%) or 1,000 square feet, whichever is less.

In its approval, City staff may not waive or vary conditions and requirements contained in the *Comprehensive Zoning Ordinance*, *Subdivision and Development Ordinance*, or other ordinances of the City of Richardson.

Review Process

- Prior to submitting an Administrative Approval Application, the applicant must schedule a mandatory presubmittal conference with staff. The purpose of this meeting is to ensure that the appropriate development plans are prepared in accordance with City requirements and policies.
- Should staff determine the development plans are in accordance with City requirements and policies, staff will provide the applicant an Initial Development Submittal Authorization.
- After receipt of the Initial Development Submittal Authorization, the applicant may file an administrative approval application with the Development Services Department in accordance with City policy.
- Review of an application is typically an eight (8) working day process.
- If the application is approved, the applicant will receive an approval memo, and may then apply for necessary City permits.
- If the application is denied, the applicant will receive a written denial letter stating the reasons for the denial.