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OVERALL DEVELOPMENT PROCESS CHECKLIST

This checklist is intended to be used as a guide for the processing land and building development requests in the City of Grandview. The numbers in parentheses refer to the section of the City of Grandview Code where that item is addressed in more detail.

All items must be addressed, resolved, and all "**YES**" boxes (the left most boxes) must be checked before a building permit will be issued.

YES

- ANNEXATION** – Is the Property for which city services are desired within the City Limits? If **NO**, then if the property is adjacent to the current city limits, Owner must request annexation.
- ZONING** – If the property is within the city limits, is the property zoned appropriately for the intended use? If **NO**, then the property must be rezoned in accordance with Chapter 56 of the City of Grandview Code. The general procedure for this is as follows:
 - Submit completed application, tax certificates, and fee for Zoning Change to City.
DATE SUBMITTED: _____
 - Zoning case scheduled for review at P&Z and City Council meetings.
DATE OF MEETING: _____
 - Zoning request heard by City Council.
DATE APPROVED: _____
- PRELIMINARY PLATTING** – Does all of the subject land, in the configuration as proposed to be used by the developer, consist of legally platted building site(s) as evidenced by a developer supplied copy of a previous City-approved final plat that has been recorded in the Plat Records of Johnson County? If **NO**, then the property should be platted. [Note: All land within the 1/2-mile extra-territorial jurisdiction (ETJ) must be platted if subdivision of land is proposed.] General procedure for Preliminary Plat is as follows (See also the Preliminary Plat Checklist and the Chapter 48 Subdivision Ordinance):
 - Developer requests a Pre-Application Conference with City Staff, to be scheduled by Planning and Zoning Coordinator.
DATE SCHEDULED: _____
 - Developer attends Pre-Application Conference with City Staff. (City Code § 48.35)
DATE OF MEETING: _____

- Developer submits:
 - A completed application for Preliminary Plat;
 - Preliminary Plat Fee;
 - One digital copy of the Preliminary Plat;
 - One (1) paper copy of the Preliminary Plat;
 - Required utility study or written waiver from City Engineer;
 - Drainage study or written waiver from City Engineer; and
 - Any other additional exhibits.

Submission must be at least one week after Pre-Application Conference, conform with Preliminary Plat Checklist (City Code § 48.59), meet minimum data requirements. (City Code § 48.60) In the case of just a few lots being created, the Preliminary and Final Plats may be combined into one document and considered simultaneously.

DATE SUBMITTED: _____

- Application reviewed and accepted regarding compliance with general provisions regarding form and completeness using the Preliminary Plat Checklist by Planning and Zoning Coordinator. The date of acceptance is the official filing date of the preliminary plat. (City Code § 48.59)

The Planning and Zoning Coordinator will attach the Preliminary Plat Checklist and a report with comments and recommendations from the regarding the Plat’s compliance with the City’s Comprehensive Plan and Zoning regulations. This report will be considered advisory.

If submittal is determined to be complete, proposed plat and all attachments are submitted to the City Engineer for review.

DATE APPROVED: _____

- Planning and Zoning Coordinator’s Report attached
- Preliminary Plat Checklist **or** Concurrent/Combined Preliminary and Final Plat Checklist attached

- If any portion of property is outside the city limits, or the development process will require construction, road blockage, or otherwise impact land outside the city limits, Plat Application and attachments sent to Johnson County Public Works for review and comment.

- Review letter received from City Engineer.
DATE RECEIVED: _____

- RECOMMENDED**. Developer contacts ONCOR for review of plans regarding electric delivery.
DATE SUBMITTED: _____

- OPTIONAL**. Developer submits revised copies of Preliminary Plat complying with City Engineer’s review letter comments and/or markups. (City Code § 48.59)
DATE SUBMITTED: _____

- OPTIONAL**. Administrative approval of Minor Plat. Must attach Minor Plat approval form signed by City Manager. (City Code § 48.105) If approved, skip to Final Plat Procedures.
DATE APPROVED: _____

Plat scheduled for review and recommendation at P&Z Commission. Must be scheduled more than 21 days after date of official filing date, and within 30 days of official filing date. (City Code § 48.59)
DATE OF MEETING: _____

Preliminary plat considered for approval by City Council. Scheduled within 30 days of Commission's approval. (City Code § 48.59)
DATE APPROVED: _____

FINAL PLATTING – Does all of the subject land for which for building permits will be requested (or which is otherwise subject to final platting at this time) consist of legally platted building site(s) as evidenced by a developer-supplied copy of a City-approved final plat previously recorded in the Plat Records of Johnson County)? If **NO**, then the property should be final platted. General procedure for this is as follows (See also the Final Plat Checklist and the Subdivision and Development Standards Ordinance):

Developer submits:

- Application for Final Plat;
 - Final Plat fee;
 - Developer submits a digital copy of the Final Plat;
 - Two (2) paper copies of the Final Plat; and
 - Any other required materials identified in prior stages as necessary for approval.
- DATE SUBMITTED: _____

Application reviewed and accepted regarding compliance with general provisions regarding form and completeness using the Final Plat Checklist by Planning and Zoning Coordinator. The date of acceptance is the official filing date of the final plat. (City Code § 48.79)

The Planning and Zoning Coordinator will attach the Final Plat Checklist and a report with comments and recommendations from the regarding the Plat's compliance with the City's Comprehensive Plan and Zoning regulations. This report will be considered advisory.

If submittal is determined to be complete, proposed plat and all attachments are submitted to City Engineer for review.

DATE APPROVED: _____

- Planning and Zoning Coordinator's report attached
- Final Plat Checklist **or** Concurrent/Combined Preliminary and Final Plat Checklist attached

Review letter to City received from City Engineer.
DATE RECEIVED: _____

OPTIONAL. Developer submits revised copies of Final Plat complying with City Engineer's review letter comments and/or markups.
DATE SUBMITTED: _____

OPTIONAL. Administrative approval of Minor Plat. Must attach Minor Plat approval form signed by City Manager. (City Code § 48.105) If approved, skip to Final Plat procedures.
DATE APPROVED: _____

- P&Z reviews and conditionally approves Final Plat. (City Code § 48.79)
DATE CONDITIONALLY APPROVED: _____
- Final Plat scheduled for review at City Council Meeting. (City Code § 48.79)
DATE OF MEETING: _____
- Approval of Final Plat by City Council. (City Code § 48.79)
DATE APPROVED: _____
- Developer places all survey markers on exterior of platted property (City Code § 48.174)
- Developer submits a minimum of five (5) signed originals of the mylars of the Final Plat to the City. Prior to issuance of building permit, City records plat in Plat Records of Johnson County.
 - Verified all Final Plat requirements in City Code § 48.79 satisfied;
 - Developer has met Construction Authorization Requirements (City Code § 48.169);
 - Developer places all survey markers on boundaries of subdivision (City Code § 48.174); and
 - Fee for recording Plat paid to City.
 DATE SUBMITTED: _____

PUBLIC IMPROVEMENT CONSTRUCTION PLANS - Is there either a letter of approval from the City Manager (or designee) for the proposed Public Improvement plans (Water, sewer, streets or drainage), OR, a letter from the City Manager stating that no Public Improvement plans are required? If **NO**, then see the following:

- If no construction of public improvements are required for the tract, the Developer must obtain a letter from City Manager (or designee) stating that no Public Improvements are required to develop the tract.
DATE SUBMITTED: _____

OR

- Developer must submit a digital copy and three (3) hard copies of construction plans prepared, signed, and sealed by a Registered Professional Engineer licensed in the State of Texas for all public improvements required to develop tract as required by City Manager.
DATE SUBMITTED: _____
- Submit plans to City Engineer for review.
DATE SUBMITTED TO CITY ENGINEER: _____
- Review letter received from City Engineer.
DATE RECEIVED: _____
- OPTIONAL**: Developer submits revised copies of Public Improvement Plans complying with City Engineer review letter comments and/or markups.
DATE SUBMITTED: _____

PUBLIC IMPROVEMENT CONSTRUCTION

- Authorization to Commence Construction Letter issued by City Engineer to Developer
Signed by:

- City Manager;
- Planning and Zoning Coordinator;
- Public Works Supervisor; and
- City Engineer.

City Engineer shall sign Authorization to Commence Construction after:

- Approval of City/County as appropriate for any road blockages;
- Approval of final engineering plans streets, drainage, water, and sewer;
- Contractor provides performance bond for 100% cost of project;
- Contractor provides Proof of Commercial General Liability Insurance \$100,000;
- Contractor provides a two-year maintenance bond for 50% cost of project;
- Attendance at Pre-Construction Conference with City Engineer and prime Contractor;
- Contractor has paid inspection fees, laboratory fees, and administrative fee; and
- Provided City Engineer with a general schedule for construction. (City Code § 48.169)

DATE ISSUED: _____

- Developer advises city minimum 24 hours prior to start of construction. *Violation carries potential fine of \$200 per day.* (City Code § 48.170)
- Developer will keep City informed as to progress on construction of community facilities, any independent testing, and coordinate with City or any inspections

ACCEPTANCE OF COMMUNITY FACILITIES - (City Code § 48.174)

- Developer will schedule final inspection of completed construction of all public improvements
- City Engineer will submit a letter of acceptance of community facilities to developer and Planning and Zoning Coordinator upon the completion of:
 - Engineer approves all work is completed in accordance with City's standards;
 - Developer places survey markers on each lot on platted property (City Code § 48.174);
 - Developer completes Affidavit of bills paid for all community facilities; and
 - Developer's Engineer completes plans of record drawings of community facilities (as-built plans) provided to City Engineer and Approved.

The City Engineer's Letter of Acceptance of Community Facilities is the final action by the City accepting ownership and maintenance of the community facilities. (City Code § 48.2)

BUILDING PERMIT - Have the application for Building Permit and Certificate of Occupancy application been filled out completely, signed and submitted to the City along with the appropriate fees and attachments and have all City Departments reviewed and approved the proposed building plans? If **NO**, then proposed site plan and building plans must be submitted to the City. The review process is as follows:

Developer submits Building Permit Application, Certificate of Occupancy Application, and a Tax Certificate.

DATE SUBMITTED: _____

Developer submits the required Impact Fee for the subject lot at time of Application for Building Permit. (City Code § 48.174).

Developer submits digital copy of building plans to City. City may require hard copies for review dependent on nature of project.

DATE SUBMITTED: _____

City staff reviews and comments on, or approves, the plans. An approval letter from each department is received. City will identify other offices, such as City Engineer, Fire Marshal, as appropriate.

Building Inspection DATE APPROVED: _____

Plumbing Inspection DATE APPROVED: _____

Electrical Inspection DATE APPROVED: _____

TxDOT (if applicable) DATE APPROVED: _____

Railroad (if applicable) DATE APPROVED: _____

Other (if applicable) DATE APPROVED: _____

Developer submits digital copy and two (2) hard copies of revised building plans to City, complying with all review comments and stipulations.

DATE SUBMITTED: _____

City approves revised building plans, confirms adequacy of materials submitted, and issues building permit. Construction can begin on the building site.

DATE PERMIT ISSUED: _____

CERTIFICATE OF OCCUPANCY - Only after satisfactory zoning, platting, acceptance of public improvements constructed and satisfactory completion of the building construction will the Developer be issued a Certificate of Occupancy for the subject building(s).

DATE C.O. ISSUED: _____

Planning and Zoning Coordinator

Date