

I. Project Initiation

Anyone interested in developing a piece of property, constructing a building, or remodeling or changing the façade of a piece of property should contact the City's Community Development Department as early in the process as possible. Based on the project type and scope, a case manager will be assigned to work with you.

The case manager is charged with helping you to be aware of the City's requirements for the type of project being proposed and for guiding the project through the entire development process. The case manager will be the primary point of contact throughout the duration of the project and will serve as a liaison to representatives from the Public Works Department, Building Inspections, Engineering, and the Fire Department.

At the initial contact, the case manager will:

- document the question or project that you are presenting
- provide any required information
- establish a project file
- give you basic application requirements including fee schedule and meeting schedule

In addition, your case manager will work with you to get answers to key questions such as:

- location of the property (if the property is outside of the City limits, different standards or requirements may apply and will be provided)
- zoning and platting status
- type of development
- available plans (utilities, comprehensive plan, thoroughfare plan)

Based on specifics of your project, you may be required to gain approval from TxDOT or a private water purveyor. You will be informed of the details during the kickoff meeting.

ACTION ITEMS

- Contact City's Community Development Department at 972-564-7584
- Work with your assigned case manager to complete information needed for kickoff meeting