**Development Approval**

**Get Started Right!**
- From applications to zoning, or construction permitting, learn how our develop process works.
- **Goal:** Make sure your development idea is feasible.

**Have a Pre-Submittal Meeting with Development Services Team**
- You can meet with Staff to review your proposal. Our staff will collaborate with you to discuss constraints and opportunities resulting in identification of potential critical issues. Meetings usually scheduled on Tuesdays.
- We’ll help you prepare your formal submittal and provide feedback prior to a formal submittal.
- **Goal:** Get your proposal ready for public meeting.

**Development Permits**
- **Goal:** Expose any fatal flaws early on and provide direction.

**Submit Application**
- You submit an application including:
  - application form
  - plans
  - supporting docs
  - fees for respective submittals
- Your plans are reviewed by City departments and any required outside agencies.

**Development Service Committee Review (DRC)**
- Staff distributes applications and meets to discuss their comments. Usually held on Wednesdays twice a month.
- Variances require action from the Zoning Board of Adjustment.
- Once you get approval proceed to the next step.

**Development Service Committee Review**
- Staff distributes applications and meets to discuss their comments.
- All public improvements, if any, associated with the development are inspected by the Engineering Department. These include street, utilities, sidewalks, parking areas, and emergency access easements. A Letter of Acceptable Public Improvements is provided to you.

**Submit Final Plat**
- You now submit a final plat or replat application to include:
  - application
  - plans
  - other documents
  - fees
- Your plats are reviewed by City Departments. The final plats require the submittal of a Letter of Acceptable Public improvements before approval.
- Goal: Get your proposal ready for recording.

**Development Service Committee Review**
- Staff distributes applications and meets to discuss their comments.
- All public improvements, if any, associated with the development are inspected by the Engineering Department. These include street, utilities, sidewalks, parking areas, and emergency access easements. A Letter of Acceptable Public Improvements is provided to you.

**Get Public Improvements Inspected**
- All public improvements, if any, associated with the development are inspected by the Engineering Department. These include street, utilities, sidewalks, parking areas, and emergency access easements. A Letter of Acceptable Public Improvements is provided to you.

**Plan Review**
- Your plans are reviewed by City departments. We will need at least 2 weeks minimum for review.

**Receive Building Permits**
- Go to Planning and Development Department and pay full permit fees based on valuation of work.

**Schedule Building Inspections**
- Schedule Building Inspection from the Planning and Development Department to check water, sewer, electrical, structural and foundation work as needed.

**Receive Certificate of Occupancy**
- Make application and schedule time with building inspector and fire inspector for final walk-through.

**Make Revisions**
- You revise your project to address comments from DRC review.
- Go back to Step 6 and submit revisions once DRC certifies the application is ready, proceed to the next step.

**Submit Final Plat**
- You submit mylars with completed owner certifications. Staff collects City signatures and records mylars with Lamar County.

**Record Final Mylars**
- You submit mylars with Lamar County.

**Development Process**
- **Date:** December 2016

**Development Approval**
- **Indicates developer action item.**
- **Indicates City response item.**