

Lewisville, Texas, Code of Ordinances >> PART II - CODE OF ORDINANCES >> **Chapter 6 - LAND DEVELOPMENT REGULATIONS** >> ARTICLE III. - PLAN SUBMITTAL AND APPROVAL PROCEDURES >>

ARTICLE III. - PLAN SUBMITTAL AND APPROVAL PROCEDURES

[Sec. 6-51. - General provisions.](#)

[Sec. 6-52. - Requirements for submittal of final file copies.](#)

[Sec. 6-53. - Park and other public use dedication requirements.](#)

[Sec. 6-54. - When an engineering site plan is required.](#)

[Sec. 6-55. - Accelerated review for engineering site plans.](#)

[Sec. 6-56. - Requirements for phasing a development.](#)

[Sec. 6-57. - Procedures for issuance of building permit.](#)

[Sec. 6-58. - Grading and filling regulations.](#)

[Secs. 6-59—6-70. - Reserved.](#)

Sec. 6-51. - General provisions.

- (a) The city has established a central location for submitting plans for development and construction once property is properly zoned. All plats, site plans and plans for building construction shall be submitted directly to the building inspection division of the community development department. Persons wishing to discuss specific questions in the development process should contact the appropriate division, but all formal submittals should be made to this "one stop" location to provide a coordinated review. Copies of the city's development and construction regulations are available at the building inspection division and on-line at www.cityoflewisville.com.
- (b) Prior to the filing of a preliminary plat, final plat or engineering site plan, the developer/owner shall consult with the appropriate city staff review committee concerning the proposal. Staff will assist in determining whether the proposed development is generally consistent with city standards, plans and policies.
- (c) The city review staff will be available on a regular weekly basis for a joint meeting with any person wishing to discuss projects in review or proposed for submittal. The project engineer is encouraged to attend the review meeting in order to directly receive pertinent information regarding the proposed project. This meeting will not provide a full review of any particular project, but will provide the opportunity for a developer or engineer to schedule a regular meeting to assist in expediting the city review process. Persons wishing to schedule a time for the regular review meeting should contact the community development department.
- (d) Twelve copies, 22" × 34", of preliminary plats, final plats and engineering site plans shall be included with all formal submittals. Plats and engineering site plans will be reviewed by applicable community development divisions. The parks and leisure services department will review plats and site plans involving residential development and right-of-way landscaping and irrigation. Copies of the submittals are also furnished to the electric, telephone, gas, cable, and solid waste disposal utility companies for review and comment. The initial review period will be a maximum of 15 working days, with subsequent re-submittal reviews to be a maximum of ten working days. On larger sets of plans staff may require additional time for review. The building inspection division will coordinate all submittals and returns of marked-up copies, including payment of review fees, as well as acceptance of tax certificates, file copies and other required

materials.

- (e) All preliminary plats, final plats and engineering site plans submitted for review will be on the city's active list for a period of three months from the date of each submittal. After the three-month period, a project will be considered abandoned and will be removed from the files. Substantial developer-initiated changes in the project from one submittal to the next that need additional review, will require payment of one-half of the original review fee.

(Ord. No. 2936-05-2003, § 1, 5-19-03)

Sec. 6-52. - Requirements for submittal of final file copies.

Following completion of the review process, plats and replats must be submitted to the planning and zoning commission for final approval. In the event a variance is requested, all preliminary and final plats must have final approval by the city council after a recommendation by the planning and zoning commission. Engineering site plan approval can be granted by city staff if the site plan conforms with all applicable requirements of the city. If a variance is requested, the engineering site plan shall be forwarded directly to the city council upon completion of staff review.

- (1) *Preliminary plats.* Following the completion of the review process and 12 days prior to the scheduled planning and zoning commission meeting, the applicant must submit final file copies. This will include one mylar and two blue-line prints of 22" × 34" sheet size and 20 copies of 11" × 17" sheet size reductions. If development and/or construction variances are being requested, the number of 11" × 17" sheet size reductions to be submitted shall be 40 to allow for the additional submission to the city council.
- (2) *Final plats.* Following the completion of the review process and 12 days prior to the scheduled planning and zoning commission meeting, the applicant must submit final file copies, all with seals and notarized signatures shall be original. This will include one mylar and one blue-line print of 22" × 34" sheet size, one mylar and three blue-line prints of 18" × 24" sheet size, and 20 copies of 11" × 17" sheet size reductions. If development and/or construction variances are being requested, the number of 11" × 17" sheet size reductions to be submitted shall be 40 to allow for the additional submission to the city council. At such time when all final file copies have been submitted, as outlined in this chapter, to the planning and community services division, the plat will be considered filed with the city to be heard by the planning and zoning commission, in accordance with Local Government Code, section 212.009.
- (3) *Minor plats.* Following the completion of the review process, the applicant must submit final file copies, all with seals and notarized signatures shall be original. This will include one mylar and one blue-line print of 22" × 34" sheet size, one mylar and three blue-line prints of 18" × 24" sheet size and three 11" × 17" sheet size reductions.
- (4) *Engineering site plans.* Following completion of the review process, the applicant must submit one original 22" × 34" sheet size mylar, signed and sealed by a state-licensed civil engineer, to be signed by city staff members and utility companies. After all signatures are collected, 12 blue-line copies 22" × 34" sheet size must be submitted prior to a pre-construction conference. Engineering site plan construction may begin prior to final plat acceptance by the planning and zoning commission if staff review is complete and no variances are requested. If development and/or construction variances are requested, 20 11" × 17" reductions must be submitted four weeks in advance of the city council meeting at which the variance request will be presented.
- (5) *Denton County filing fees.* For all documents to be filed at the Denton County clerk's office, including all plats, deeds, easements, abandonments, and corrections, a separate check in the exact amount of the county filing fee shall be submitted with the

document(s) to be filed. The check shall be made payable to "Denton County Clerk."

- (6) External agency permit submittals. Submittals for floodplain development to F.E.M.A., and the U.S. Corps of Engineers (C.D.C. applications), can be processed concurrently with city staff approval. Submittals for TXDOT permits will be processed through city initiation (per TXDOT policy) only upon completion of city staff review. Permits are granted only to the city by TXDOT and not private developers.

(Ord. No. 2936-05-2003, § 1, 5-19-03)

Sec. 6-53. - Park and other public use dedication requirements.

Park dedication for residential development shall be in accordance with the city park dedication ordinance. All rights-of-way and land proposed for public use dedication associated with a current or future development shall be dedicated with a final plat. Requirement of fees in lieu of land for park dedication purposes shall be met prior to the approval of the final plat for the project. Land for park dedication purposes may be deeded to the city in advance, but will have to be included on the plat as development occurs. Rights-of-way acquisition for public improvement projects will not be affected by this requirement.

(Ord. No. 2936-05-2003, § 1, 5-19-03)

Sec. 6-54. - When an engineering site plan is required.

- (a) Engineering site plan approval is required for all non-single-family construction involving new buildings. Non-single-family residential engineering site plans may proceed through staff review and approval so long as a final plat has been approved or is in the process of being reviewed and approved with no variances. The land must be platted before an engineering site plan can be approved. Once the engineering site plan is approved, a temporary, 30-day construction permit for public and semi-public improvements may be issued prior to acceptance of a fully compliant final plat, as long as the final plat is scheduled for a planning and zoning meeting with no variances. In the event that the plat is denied, all temporary permits will be revoked. Engineering site plans must also be submitted for approval when any of the following apply to a non-single-family site:
- (1) Change in the square footage of any existing enclosed building or parking area. This provision shall not apply when a new building or addition is no more than ten percent of the size of the existing building or buildings on the tract, provided there are one or more buildings already located on the tract. This provision shall apply up to a maximum addition or new building of 5,000 square feet in size when there are no significant impacts to the property as determined by a current survey. If there are changes in drainage, city utilities or required parking an engineering site plan will still be required.
 - (2) Any change requiring additional parking and/or fire protection to the site.
Exception: New water connections associated with underground fire sprinkler mains shall not, by itself, require an engineering site plan. However, construction plans for the underground sprinkler mains shall be submitted to the city for review and approval.
 - (3) Change in the fire lane configuration or location.
 - (4) Addition, deletion, alteration or relocation of an existing driveway.
 - (5) Change in grading or drainage.
 - (6) Addition of new water or sanitary sewer services to the site.
- (b) Existing legal non-conforming structures may maintain a legal non-conforming status unless one of the items listed above is triggered or unless the use or operation of the structure or property ceases or becomes vacant for a period of 12 months or more, in which case, the start

up of any use of the structure or property will require compliance with all applicable provisions of this chapter, including platting and submission of an engineering site plan.

- (c) Engineering site plans for any non-single-family residential development for new construction or for alteration(s) to a site must be reviewed by all applicable departments. Any minor changes on the site which would otherwise trigger an engineering site plan will require submission of a copy of the approved engineering site plan, prepared in accordance with this chapter, with the proposed change(s) drawn in. More significant changes may require full submission of a new engineering site plan in accordance with this chapter. Engineering site plans are not required for single-family residential building permits.
- (d) No plat or replat shall create a non-conforming use and/or condition for parking, signs or other such city regulations. If a lot or tract is being subdivided, an engineering site plan may be required if determined by staff to insure that the subdivision of property is not creating a non-conforming use and/or condition according to this chapter and other city regulations.

(Ord. No. 2936-05-2003, § 1, 5-19-03; Ord. No. 3234-08-2005, § 1, 8-1-05; Ord. No. 3598-09-2008, § 2, 9-8-08; Ord. No. 3779-06-2010, § 2, 6-7-10)

Sec. 6-55. - Accelerated review for engineering site plans.

An accelerated review may be utilized for the review process in limited situations. Engineering site plans submitted in accordance with this section will be reviewed within seven working days; each subsequent submittal will be reviewed within five working days. The following is a list of minimum requirements for invoking the special review process. Review fees are those of a regular submittal.

- (1) The property must be platted as one platted lot or building lot.
- (2) No city council action is required.
- (3) No public improvements other than driveways and sidewalks are required.
- (4) No right-of-way or easement dedication is required.

(Ord. No. 2936-05-2003, § 1, 5-19-03)

Sec. 6-56. - Requirements for phasing a development.

Development may be phased on a plat or engineering site plan by establishing phase lines and/or lot lines. The phasing on an engineering site plan for a lot with existing developments shall not be allowed. The engineering site plan for lots with existing developments shall fully comply with the requirements of this chapter. Each phase shall be capable of standing alone, as development occurs, and shall not be dependant on future construction associated with separate phases to meet city standards or requirements. All required public, semi-public and private improvements, as defined by this chapter, (roads, turn lanes, deceleration lanes, RR crossings, traffic control devices, sidewalks, screening walls, etc.), shall be designed and constructed with each phase in conformance with all applicable city standards.

The pro-rated cost of public improvements which are deferred for the construction of future phases shall be deposited with the city prior to the scheduling of the final plat for consideration by the planning and zoning commission. The pro-rated cost will be established based on the percentage of the area being developed out of the total property area and excluding all right-of-way (R.O.W.) dedications.

(Ord. No. 2936-05-2003, § 1, 5-19-03)

Sec. 6-57. - Procedures for issuance of building permit.

- (a) No building permit, including but not limited to permits for electrical, mechanical, plumbing, signs, fire protection, etc. (with the exception of temporary power permits associated with construction), will be issued for any residential or commercial building in the city until all public improvements associated with the subdivision are completed and accepted by the city. These public improvements constitute the basic infrastructure required to serve the subdivision and include construction of streets, drainage, water and sanitary sewer facilities as outlined in [section 6-73](#) (improvements on undeveloped land). Simultaneous construction of public and private improvements will require city council action. In addition, gas and electrical service shall be available to each lot prior to the issuance of a building permit.
- (b) Commercial buildings have to follow additional requirements prior to obtaining a building permit. These requirements include submitting an engineering site plan for staff approval, construction and acceptance of all required public and semi-public improvements (fire lanes, fire lines, fire hydrants and other appurtenances, sidewalks, driveway approaches, right turn lanes, drainage facilities, water and sanitary sewer service connections, etc.) as shown on the approved engineering site plan.
- (c) A foundation permit may be issued, on a case by case basis, based on the approved engineering site plan which adequately addresses the location and elevations of water and sanitary sewer services in relation to the proposed finish floor elevation of the building.
- (d) No building construction above the slab may be commenced prior to the construction and approval of all fire lanes, fire lines, fire hydrants and other waterline appurtenances.
- (e) Some items of public and semi-public improvements i.e. sidewalks, driveway approaches, right turn lanes (if applicable), grading and drainage improvements, water and sanitary sewer service connections may be constructed simultaneously with the building provided a cash escrow is deposited with the city to cover 100 percent of the cost of the improvements. A non-refundable fee of \$250.00 will be charged for escrow handling. On cash escrows where the developer satisfactorily completes all public and semi-public improvements, the city will return the entire amount escrowed plus interest earned on that escrow. If the developer fails to complete the project, and the city is to complete the project at a later date, then the amount escrowed plus the interest will be retained by the city.
- (f) Three-party contracts may be considered on case-by-case basis and are subject to approval by the city council.

(Ord. No. 2936-05-2003, § 1, 5-19-03)

Sec. 6-58. - Grading and filling regulations.

- (a) Prior to commencement of any grading or filling operation, the owner, developer or contractor shall secure a "grading and fill" permit properly issued by the city. Said permit will be issued only after the requirements of this section and related requirements have been met. The permit will be valid for a period of 180 days from the date of issuance. The permit may be extended in increments of 180 days, if approved, and will be valid for a maximum period of up to 18 months from the date of initial approval.

In order to apply for a permit, the applicant shall comply with the following:

- (1) Submittal of a grading and/or fill plan. The plan shall comply with the applicable provisions of an grading and filling plan requirements ([section 6-73\(f\)](#), submittal of review fees and tax certificates).
- (2) In addition to the requirements of an engineering site plan, the grading and fill plan must indicate the specifics of the proposed work, including areas to be excavated or filled, erosion control measures, means of ingress and egress, restoration plans, hauling routes with traffic control, and any other items deemed appropriate by city staff to fully

define the work.

- (3) A grading and fill permit will not be issued if the work is deemed to adversely affect drainage on adjacent or other properties, create a traffic safety problem, or be considered a mining operation. Specific use district zoning is required for mining, including such mining as sand and gravel removal.
- (4) Any grading or filling operation in the floodway or floodplain will trigger additional requirements contained elsewhere within this general development ordinance.
- (5) Any grading or filling operation involving the removal of trees is prohibited prior to the approval of an engineering site plan for commercial developments.
Any grading or filling operation involving the removal of trees is permissible with an approved preliminary plat when accompanied by a grading plan, tree survey and tree mitigation plan. Tree mitigation fees must be paid before grading permits will be issued.
- (6) A grading and fill permit is not required for the addition of top soil or similar material used to spread over grassed areas in average depths of less than two inches.
- (7) The contractor shall establish erosion control devices in accordance with the current Texas Pollution Discharge Elimination System (TPDES) requirements.

PRELIMINARY PLAT APPROVAL PROCESS FLOWCHART

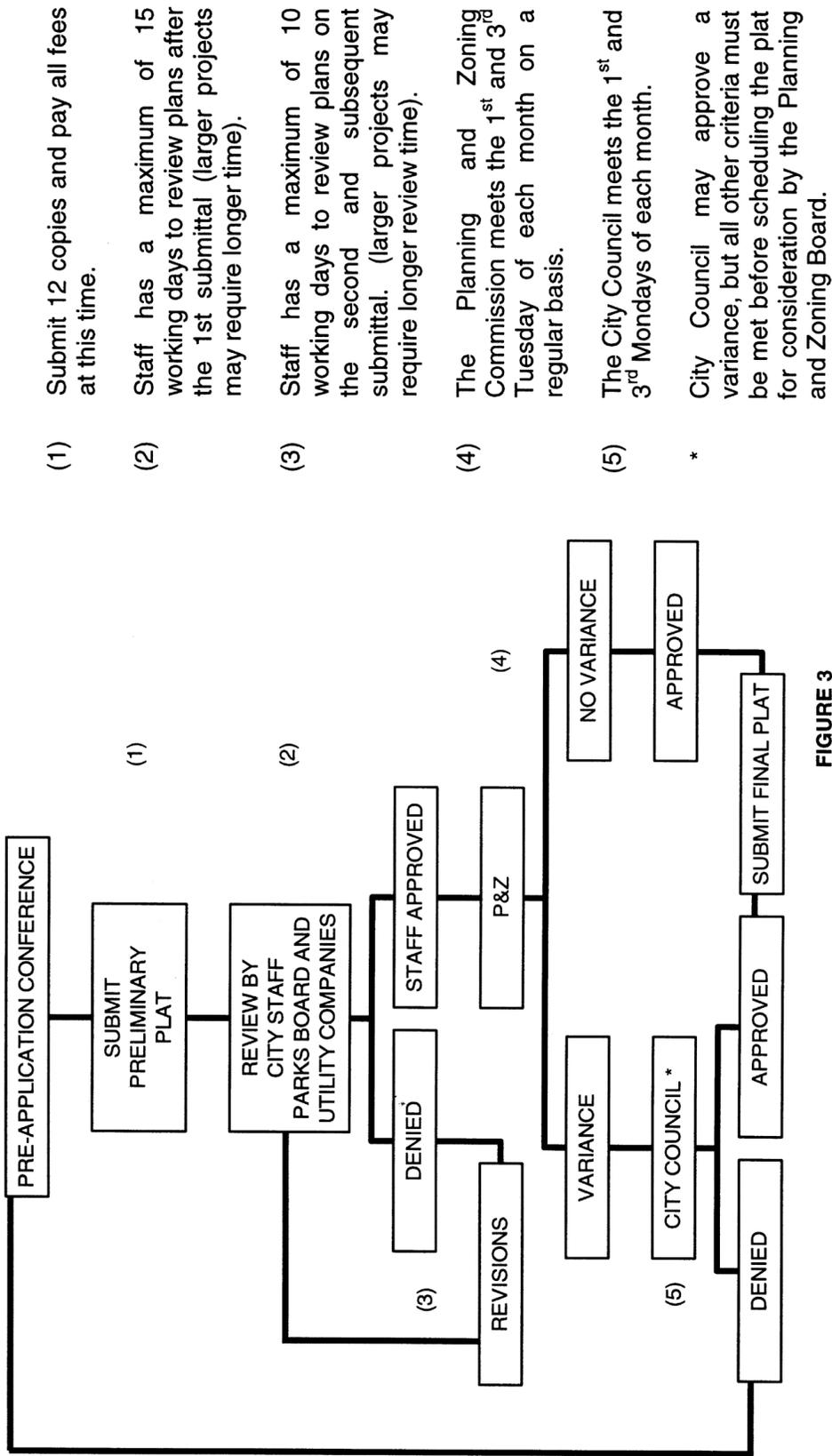


FIGURE 3

Figure 3—Preliminary Plat Approval Process Flowchart

FINAL PLAT APPROVAL PROCESS FLOWCHART

- (1) Submit 12 copies and pay all fees at this time.
- (2) Staff has a maximum of 15 working days to review plans after the 1st submittal (larger projects may require longer time).
- (3) Staff has a maximum of 10 working days to review plans after revisions are submitted
- (4) The Planning and Zoning Commission meets the 1st and 3rd Tuesdays of each month.
- (5) The City Council meets the 1st and 3rd Mondays of each month.
- * City Council may approve a variance, but all other criteria must be met before scheduling the plat for Planning and Zoning consideration.
- ** Engineering Site Plans may be submitted at this time.

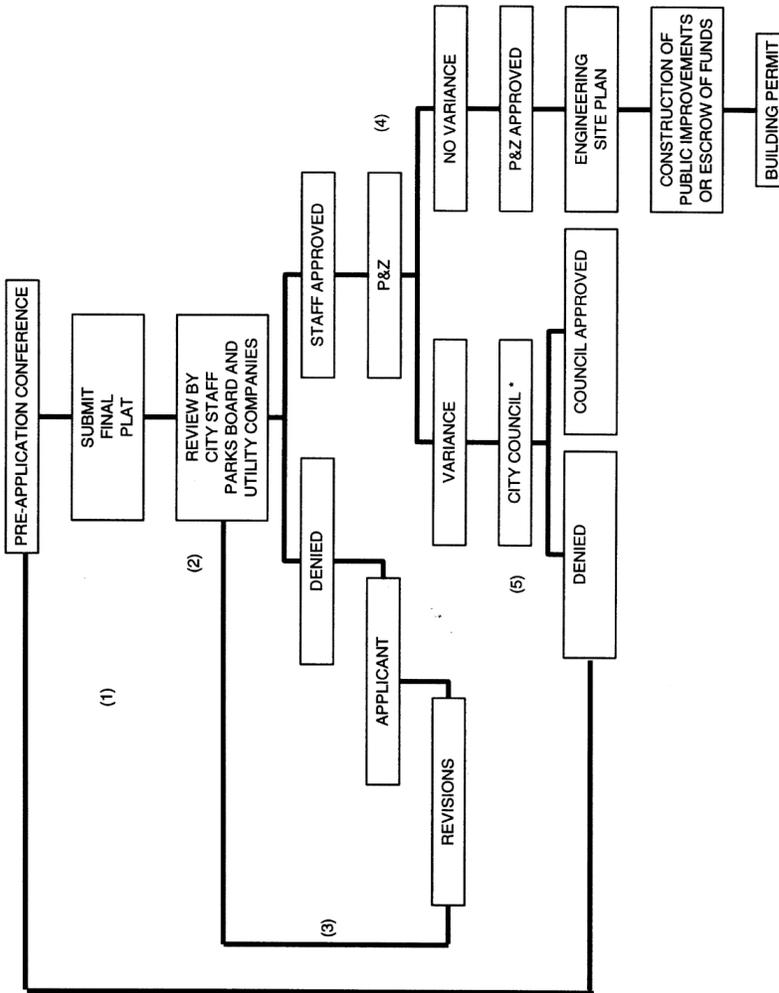
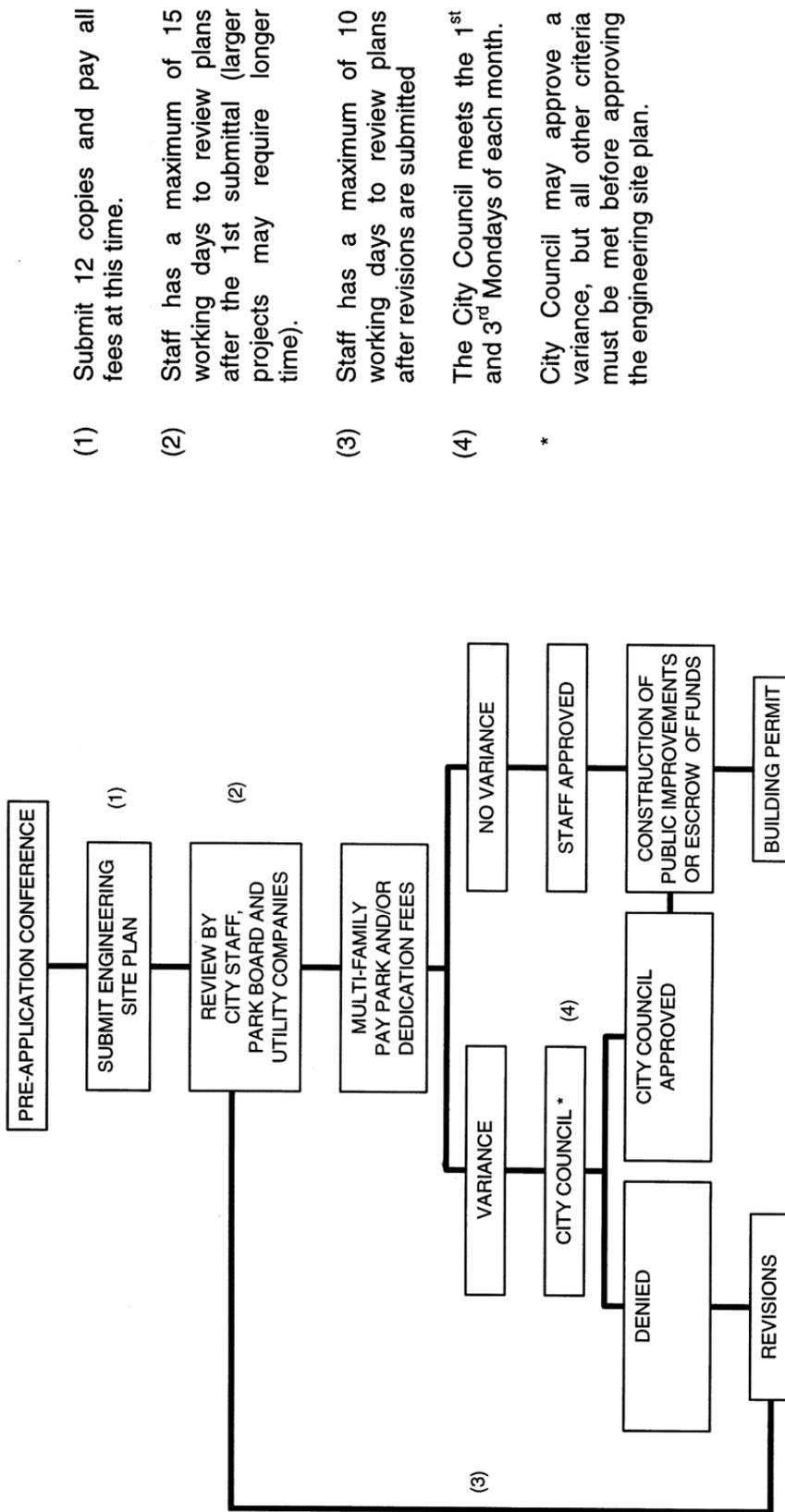


Figure 4—Final Plat Approval Process Flowchart

FIGURE 4

ENGINEERING SITE PLAN PROCESS FLOWCHART



- (1) Submit 12 copies and pay all fees at this time.
- (2) Staff has a maximum of 15 working days to review plans after the 1st submittal (larger projects may require longer time).
- (3) Staff has a maximum of 10 working days to review plans after revisions are submitted
- (4) The City Council meets the 1st and 3rd Mondays of each month.
- * City Council may approve a variance, but all other criteria must be met before approving the engineering site plan.

FIGURE 5

Figure 5—Engineering Site Plan Process Flowchart

(Ord. No. 2936-05-2003, § 1, 5-19-03; Ord. No. 3234-08-2005, § 1, 8-1-05)

Secs. 6-59—6-70. - Reserved.

