

Developer Information Sheet  
City of Lewisville TX

To All Plat and Engineering Site Plan Applicants:

Due to changes to platting procedures adopted by the 2019 Legislature, the following changes apply to Lewisville's procedures, commencing with the filing of any new application for an engineering site plan or plat approval after September 3, 2019:

Sequence of Applications. Except as provided below, the plat approval process will consist of the following sequential applications:

- (1) Preliminary plat (commission approval). This applies to the subdivision of property into five or more lots or when the subdivision of property does not qualify as a minor plat.
- (2) Final plat (commission approval, unless previously delegated to staff, i.e. minor plats, replats, amending plats, etc.). For single family subdivisions or in other situations when required to be submitted by city code, civil construction plans must be submitted along with the final plat.

If an exception or variance to subdivision standards is requested for any stage of plat or engineering site plan approval, the exception must be obtained from the City Council prior to submittal of the subject application, or it shall be a reason for disapproval.

Submittal Dates & Processes. To ensure that the city meets and can track all of the required 30-day and 15-day time frames for reviews, the City of Lewisville will now only accept replats, preliminary plats, final plats, amended plats, conveyance plats, and/or any other type of plat on scheduled submittal dates. Engineering Site Plans shall be subject to the submittal dates beginning January 6, 2020. A calendar for submittal dates is attached to this document.

Completeness Review. Each stage of plat review stands on its own merits. No simultaneous submittals of preliminary and final plats can be made. An applicant must obtain approval or conditional approval of a preceding stage before an application for the next stage of approval may be submitted. Staff shall undertake completeness review by the third business day after a plat or engineering site plan application has been submitted. If a prior stage approval is required, the applicant shall be notified in writing, and the pending application will be returned to the applicant.

Engineering Site Plan and Plat Review: Unless an application is returned following completeness review, all applications for plans or plats shall be approved, approved with conditions or disapproved within 30 calendar days of the date the application is filed. The applicant will be notified in writing of the decision on the application. Each condition or reason for disapproval of an application will be documented on the plat or in the notification of the decision on the application.

Engineering Site Plan and Plat Resubmittal After Disapproval. The applicant may resubmit an engineering site plan or plat that received a conditional approval or disapproval when their resubmittal satisfies the prior-identified conditions or reasons for disapproval. The resubmittal

may only be submitted on dates outlined on the submittal calendar. The staff will reply to the resubmittal within 15 calendar days, either stating that the plan or plat application is approved because all prior-identified reasons for disapproval were satisfied or denying the plan or plat because not all of the prior-identified reasons for disapproval were satisfied. If the city in its reply disapproves the plan or plat because not all issues identified during the first review were addressed in the resubmittal, only one additional resubmittal shall be allowed. If the applicant changes their engineering site plan or plat before resubmittal and changes create additional code violations that did not previously exist on the first plat or plans, that resubmittal shall be denied, and only one additional resubmittal shall be allowed. If the city does not approve the second resubmittal, the application shall be denied, and the applicant would need to submit a new application to start the review process all over.

Not Within Legislative Shot-Clock. The following are not subject to the 30-day decision period:

- (1) variances or any other type of exceptions;
- (2) zoning applications;
- (3) SUP applications;
- (4) building permit applications; and
- (5) any other processes outside of the platting sequence identified above.

No New Material During Review of Submission. Each application will be decided on the basis of the materials originally submitted. Any additional materials submitted after the application is filed will be considered a new application with new dates for a decision on the application.

#### Applicant Options.

*Extensions.* An applicant may request in writing an extension of the time for the city's decision on the application for a period not to exceed 60 days from the date of submittal. The city has full discretion as to whether the extension will be granted.

*Withdrawal.* An applicant can withdraw a request at any time to make corrections to their plat or plan. Any such withdrawal must be made in writing. After withdrawal, a new application would need to be filed to start the review process.

*Pre-submittal Assessment.* Any applicant can request a pre-submittal assessment prior to submitting their plat or engineering site plan. To do so, a form will be provided to the applicant. This pre-submittal assessment allows staff to review the future submittal and give the applicant comments prior to their submittal. This process is free of charge and will allow the applicant the ability to improve their plat or engineering site plan prior to submittal. This will assist the applicant in making sure that their plat or engineering site plan is efficiently processed and recommended for approval.

Forms. Forms related to this information sheet will be available to the applicant at the time an application is submitted for filing.