



City of Melissa
Development and
Neighborhood Services
3411 Barker Avenue
Melissa, Texas 75454
Phone: 972-838-2036
Fax: 972-837-2846

GETTING YOUR DEVELOPMENT STARTED

Development and Neighborhood Services has designed the Development Review Process with you in mind. To get off to a good start the Development and Neighborhood Services Department encourages you to share your ideas in a pre-application meeting. We can point you in the right direction and provide candid advice on special problems your project may encounter.

A Pre-Application Self Survey is required prior to submittal of any development or permit application for any of the following projects.

1. Any new non-residential building permit application or development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Subdivision Plat
5. Rezoning or Specific Use Permit application
6. Petition for voluntary annexation
7. At the City's discretion, a meeting may be called for significant exterior remodeling and/or site work on non-residential properties.

PRE-APPLICATION AND MEETING INFORMATION

To schedule a meeting, the Self Survey and Checklist form must be submitted to the Development and Neighborhood Services Department. We suggest your application be submitted at least one week prior to your preferred meeting date as scheduled time slots fill quickly. Pre-Application meetings are limited to 30 minutes.

WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the City of Melissa's development processes, contact information, application codes, applications and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. Pre-application meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. The purpose of the pre-application meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that application will contain the required information. We want the applicant to obtain an understanding of the next steps of the process, be aware of any major issues and understand which ordinances apply. Development and permit applications may be submitted on the first and third Thursday of the month after your Pre-Application meeting. No plans or drawings will be accepted and no approvals will be given during the meeting. If no application is submitted for your project within one year of the Pre-Application meeting, it may be necessary to hold a new Pre-Application meeting for the project.

WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting. Whenever possible, design professionals involved in the creation of the plat, site plan or construction plan, such as your engineer, architect, surveyor or contractor, should attend the pre-application meeting. This allows the design professional to hear comments directly from staff, preventing potential confusion later when documents are submitted.

If your project staff gives proper attention to the City's submittal requirements and is responsive to requests for information, we can deliver prompt decisions on your project. In addition to the Development and Neighborhood Services Director and City Engineer, other City of Melissa staff members may attend if needed.

TOOLS

At the meeting you will be given information about the City's development services web page. <http://www.cityofmelissa.com/DevelopmentServices.htm> This web page includes links to applications, ordinances and other related documents, fees, contact information, and more.

Neither submission of the form, nor the Pre-Application meeting constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.



Meeting Date: _____
Meeting Time: _____

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SELF SURVEY FOR PRE-APPLICATION MEETING

Upon receipt of the Self Survey and Checklist, the Development and Neighborhood Services Department will schedule your Pre-Application meeting. **All information is required.**

Project

Description of proposed project & survey of proposed site. (Attach additional sheets as necessary.):

Location: _____

Acreage: _____

Zoning: _____

Contact Information

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Fax: _____

Email Address: _____

Property Owner of Record: _____

Developer: _____

Engineer: _____

Feasibility Group: _____

End User: _____

List of who you expect to attend the meeting and their role in the project (i.e. owner, architect, engineer etc.):



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Address of Property: _____

Collin County Tax ID # _____

Lot size (acreage or sq. ft) _____ Sq. ft. of existing structures _____

Current or most recent use of property _____

Anticipated date of submittal _____

- () Copy of current deed with property description
- () Copy of subdivision plat or abstract map with lot or tract highlighted and proposed construction site shown.

These documents can be obtained at the Collin County Clerks office located at the Collin County Administration Building, 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071

CHECK ANSWERS TO THE FOLLOWING:

YES NO

		Do you know the specific application type(s) you are seeking? If yes, please name: _____
		Have you spoken with City Staff about this property? If yes, please name: _____
		Have you previously developed in the City of Melissa?

	Is this an active project with prior approvals for all or a portion of the property?
	Has the property been platted?
	Do you intend to subdivide, re-subdivide, or combine the property with other parcels?
	Is the property in a Regulatory Flood Zone?
	Is the proposed use allowed under the current zoning?
	Are existing buildings on the property proposed to be used?
	Does the property currently have provisions for water and septic/wastewater?
	Is City of Melissa the water provider?
	Does the property meet the minimum fire flow requirements for the construction type and square footage?
	Is a fire hydrant located on the property?
	<p>Are you aware of fire requirements for commercial structures?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire Suppression System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> KNOX Box/Vault <input type="checkbox"/> KNOX Remote Shunt Trip Control Station <input type="checkbox"/> Retro-reflective signage
	Does the property meet the current paving & parking requirements for the proposed use?
	Are you aware of fees related to development, including impact fees? (See summary of fees)

		<p>Do you propose the use of any exterior signage?</p> <p><input type="checkbox"/> If yes, have you reviewed the City of Melissa's Sign Ordinance?</p>
		<p>Do you propose demolition of any buildings?</p>
		<p>Do you propose removal of any trees?</p>
		<p>Do you intend to have outdoor storage?</p>
		<p>Do you intend to sell or lease used merchandise? If yes, describe the used merchandise to be sold? _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Applicant's Signature: _____

Date: _____

PROPOSED PROJECT

Please attach detailed description, conceptual plans or other pertinent project information as necessary. PDF copies of information may be emailed to dnixon@cityofmelissa.com

SUMMARY OF PERMITS AND FEES

Fees may not be applicable to specific projects and is not intended to be all inclusive.

- Pre-Application Fee
- Annexation Fees
- Zoning Fees
- Specific Use Permit and Fees
- Platting Fees
- Development Permit and Fees
- Demolition Permit and Structure Removal Fees
- Underground Fuel Storage Tank Permit and Fees
- Sidewalk, Driveway and Culvert Installation Permit
- Commercial Building Permit and Fees
 - Structures
 - Irrigation
 - Fence
 - Retaining Wall
 - Fuel Storage
 - Swimming Pools
 - Water Features
 - Electrical
 - Plumbing
 - Mechanical
 - Sign
 - Finish-Out
- Street Excavation Permit
- Tree Removal Permit and Fees
- Water Impact Fees
- Sewer Impact Fees
- Roadway Impact Fees
- Roadway Escrow Fees
- Park Development Fees
- Building/Construction Permit & Inspection Fees
- Plan Review Fees
- Certificate of Occupancy Fees



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COMPLIANCE WITH THE CITY OF MELISSA DEVELOPER'S PACKAGE IS REQUIRED

All new construction projects, and most renovation/rehabilitation projects, are required to comply with the City of Melissa's Developer's Package. Even minor facade modifications to an existing building must bring the building closer to compliance with the Developer's Package. It is a common and time-consuming mistake to begin the design of your building before consulting with Development and Neighborhood Services.

Sign Ordinance

https://www2.municode.com/library/tx/melissa/codes/code_of_ordinances?nodId=CH3BUCO_ART3.1000SIRE

NOTICE: Signage

As of October, 2007, new pole signs are no longer permitted in the City of Melissa. Existing pole signs may be refaced, but they may not be enlarged or made taller. Specifications for monuments signs are described in Section 3.1009 "l, m, & n" of the Sign Ordinance.

SIGN APPROVALS AND PERMITS ARE NOT INCLUDED IN ZONING AND SITE PLAN REVIEW

Subdivision Ordinance

https://www2.municode.com/library/tx/melissa/codes/code_of_ordinances?nodId=CH9SU&searchText=

Zoning Ordinance

https://www2.municode.com/library/tx/melissa/codes/code_of_ordinances?nodId=CH12PLZO

Comprehensive Plan adopted 2015

http://www.cityofmelissa.com/departments/development_and_neighborhood_services/COM_Comp_plan/index.html

City of Melissa Building Codes

http://www.cityofmelissa.com/departments/development_and_neighborhood_services/docs/ADOPTED_BUILDING_AND_CONSTRUCTION_CODES.pdf

Applicant Acknowledgements

- I am requesting this Pre-Application Meeting for information purposes only and not for purposes of submitting or reviewing a development application. I understand and agree that completion of a pre-application meeting does not vest a permit, application or other type of development approval or any rights with regard to the development of this subject property. _____ (initial)

- Any preliminary analysis provided by City staff does not imply or assume subsequent approval of the permit or application. The information discussed and comments made by the staff during the meeting do not constitute or substitute for the formal review of your project and do not preclude future comments during project review. Staff provides only information known to them at the time and cannot anticipate a potential outcome of any development permit or application even if so indicated at the meeting. _____ (initial)

- The information provided in the Pre-application meeting is current as of the date of the meeting. Any project application is subject to the regulations in effect on the date of submittal. It is the responsibility of the applicant to read and comply with all applicable ordinances, regulations and requirements that apply to their project. An application must be submitted to the City within one year of the date of the Pre-application meeting or a new Pre-application meeting will be required. _____(initial)

- Future Pre-application meetings may be required for subsequent applications and approvals or for the application being discussed, if staff does not feel it is ready for submittal. Until a formal application and fees are received by the City, formal review comments cannot be provided to the applicant. _____(initial)

ACKNOWLEDGEMENT OF PRE-APPLICATION MEETING COMMENTS

To be signed at pre-application meeting.

Applicant _____ Date _____

City Engineer _____ Date _____



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CONTACT INFORMATION

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WEB SITE:
www.cityofmelissa.com

CONSULTANTS

City Engineer:
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Building Inspections:
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Bureau Veritas
ty.chapman@us.bureauveritas.com
(469) 853-9803