



Melissa City Hall  
3411 Barker Avenue  
Melissa, Texas 75454  
Phone: (972) 838-2036

City File No.: \_\_\_\_\_

# Development Permit Application

## Project Information

Name: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Location: \_\_\_\_\_ Acres \_\_\_\_\_

(Check all that Apply to this application)

Erosion Control     Grading     Utilities     Paving     Landscaping

Offsite Improvements: \_\_\_\_\_

Subdivision Improvements     Site Improvements     Improvements at or near Flood Plains

Driveway / Culvert / Sidewalk     Boring

FDC/Underground (Sprinkler)

## Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER (S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

### **NOTE:**

The applicant shall pay all applicable fees prior to issuance of the Development Permit. The Development Permit Approval (pages 3-4 of application) will be sent to the applicant for their signature, on which all fees will be noted. That form will need to be sent back to the City of Melissa Permits for execution, and the applicant's signed copy of the Development Permit Approval will be made available at the Pre-construction Meeting. Arrangements for the Pre-construction meeting can be made (with the city engineer) after the applicant has signed the Development Permit Approval. All contractors listed on this application are required to attend the Pre-construction Meeting.

**General Contractor / Sub-contractor Information**

(Provide additional pages if necessary with all the information for each general contractor such as grading, utilities and drainage, paving, erosion control, etc.)

**Contractor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Application Checklist**

(To be completed by City of Melissa Permits)

- Completed Application
- Applicant will be responsible for providing the original “Released for Construction” Plans prior to the Pre-Construction Meeting.
  - Three (3) 24” x 36” Sets of City-Approved “Stamped for Construction Drawings” hard copy sets to Development Services prior to scheduling of the Pre-Construction meeting and issuance of the Development Permit.
  - Three (3) 11” x 17” hard copy sets to Development Services prior to scheduling of the Pre-Construction meeting and issuance of the Development Permit.
- Current Tax Certificate issued by Collin County Tax Offices on File  
 2300 Bloomdale Road, Suite 2104  
 McKinney, TX 75071  
 972-548-4185
- Executed construction contracts for each contractor listed

## Development Permit Approval

**The plans attached to this permit application have been reviewed and accepted by the City of Melissa; and therefore authorization is hereby granted to proceed with the construction of the items marked on page one of the Development Permit Application. And subject to the following items:**

**(To be completed by City of Melissa Engineer) (All checks should be made payable to “City of Melissa”)**

- Final Plat **has / has not** been reviewed and approved by the City Council of the City of Melissa. Developer proceeds at risk.
- Final Construction Plans for the project **have / have not** been reviewed and approved by the City of Melissa. Developer proceeds with installation of erosion controls, clearing, and street grading at his own risk. Developer agrees to modify erosion controls, clearing, and street grading as necessary to conform to final construction plans and specifications approved by the City of Melissa.
- This permit **will / will not** serve as the tree removal permit for the project.
- Developer shall obtain a Tree Removal Permit in accordance with City Ordinances prior to removal of any trees 6” caliper or larger.
- All work shall be completed in accordance with the NCTCOG Standard Specifications for Public Works Construction, and in accordance with the attached Approved Permit Plans.
- Inspection Fee \$ \_\_\_\_\_  
Section 5.04. (5) Based on 2.5% of the total cost of construction as determined by the City Engineer, will be paid prior to the initiation of any construction. Total estimated cost for construction of items in this permit is \$ \_\_\_\_\_ based on:  
  - City Engineer’s estimates
  - Contract
- CCN Acquisition fees, at a rate of \$200.00 per acre.
- Inspection Overtime. (NCTCOG Form A.8)
- Material Testing Fee \$ \_\_\_\_\_ TBD – Will Be Invoiced Monthly For Duration of Project  
Section 5.02: “The cost of the material testing shall be borne by the developer.”  
\*The City of Melissa will retain a materials testing company to confirm that work is completed in accordance with the approved plans and specifications. The cost for material testing shall be reimbursed to the City by the developer or paid directly by the developer. The City will not accept improvements or issue certificates of occupancy for the project until the developer reimburses the City of Melissa for materials testing expenses associated with the project or the City receives proof of payment of all invoices.
- Maintenance Bond (NCTCOG Form A.5) – Two Options
  1. One Contract (per Section 5.03 of Subdivision Ordinance)
    - ◇ 100 % of the total cost of public improvements for 1 year (s).  
\*Section 5.03: “The sub-divider shall furnish a good and sufficient maintenance bond...in such amount as approved by the city engineer. A bond is not required for grading work; however, the bond for street improvements will be calculated based on paving and grading combined.
  2. Multiple Contracts (per schedule shown on City Standard Detail 7001M)
    - Paving - \_\_\_\_\_ % of the contract value for \_\_\_\_\_ year (s).
    - Utilities - \_\_\_\_\_ % of the contract value for \_\_\_\_\_ year (s).
    - Other \_\_\_\_\_ - \_\_\_\_\_ % of the contract value for \_\_\_\_\_ year (s).

A fee of \$ \_\_\_\_\_ for the supply and installation of water meters shall be paid to the City of Melissa prior to approval of the public improvements. The fee is based on \$ \_\_\_\_\_ per lot and \$ \_\_\_\_\_ per \_\_\_\_\_ meter. The Developer shall supply water meters for the Property to be installed by the City of Melissa. The meter installation contact Public Works at (972) 837-4222.

- TxDOT Utility Installation Request Permit Approved?                       Not Applicable
- TxDOT Driveway Permit Approved?     Not Applicable
- Electronic copies of construction drawings (Both CAD and PDF required).

**Please Note:** On-Site public improvements will not be accepted until offsite sanitary sewer lines and water lines required to serve the project are completed and accepted by the City of Melissa.

Specific items related to this project may be added to the permit by city engineering staff or administrator.

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**SUMMARY OF PERMITS AND FEES**

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

- Pre-Application Fee
- Annexation Fees
- Zoning Fees
- Platting Fees
- Specific Use Fees
- Demolition Permit
- Irrigation Permit
- Fence Permit
- Underground Fuel Storage Tank Permit
- Sidewalk, Driveway and Culvert Installation Permit
- Sign Permit
- Street Excavation Permit
- Tree Removal Permit
- Water Impact Fees
- Sewer Impact Fees
- Roadway Impact Fees
- Roadway Escrow Fees
- Park Development Fees
- Field Office Permit & Inspection Fees

- Building/Construction Permit & Inspection Fees
- Plan Review Fees
- Finish Out Permit
- Certificate of Occupancy Fees
- Structure Removal Fees

The applicant shall pay all of the above items prior to issuance of Development Permit. Prior to acceptance of the public improvements the developer shall also submit three hard copies of as-built drawings signed and sealed by the engineer of record as well as a CD containing PDF and AutoCAD files.

Note: All responsibility for adequacy, accuracy and completeness of any plans related to work for which this Development Permit is issued remains with the engineer of record whose professional seal and signature appear on the plans.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Bob Helmberger, P.E.  
EST, Inc.  
City of Melissa Engineer

\_\_\_\_\_  
Date of Permit Approval

\_\_\_\_\_  
Tyler Brewer  
Director of Development Services

\_\_\_\_\_  
Date of Permit Approval

\_\_\_\_\_  
Jason Little  
City Manager

\_\_\_\_\_  
Date of Permit Approval