Development Process Overview

1. Site Survey

Instrument designed to assist applicant in gathering and communicating information regarding their proposed project including applicable fees due to the City.

2. Pre Application Meeting (Optional)

Applicant's opportunity to meet with City Staff regarding the information contained in the Site Survey and to review where the applicant starts in the development flowchart.

(Within seven (7) calendar days of submitting administratively complete Site Survey)

If yes, proceed to 4

3. Annexation

Voluntary process initiated by landowner to incorporate the applicant's property into the City limits of Melissa. Must be completed prior to moving to any other step.

If yes, proceed to 5

4. Zoning

Process to ensure the intended use is consist with current designation (see Comprehensive Zoning Ordinance).

(minimum 45 days of submitting administratively complete Zoning Application)

If yes, proceed to 6

5. Plat

A survey, prepared by a licensed registered surveyor, of property showing the dimensions and location of lot lines, streets, easements, etc. A plat also establishes the lot, block, and subdivision name used in real estate transactions and is approved by the City of Melissa.

(Plat may be processed concurrently with Zoning application but cannot be approved prior to zoning.)

6. Site Plan

Is used to demonstrate compliance with City ordinances including but not limited to construction codes, subdivision regulations, zoning regulations, lighting, screening, etc.

(Timeline dependent upon specific project)

7. Building and Engineering Plans ("Plans")

Construction and building plans, produced by licensed registered engineer, for site and public improvements necessary for site development.

8. Development and Building Permit ("Permit")

When applicant has addressed comments and needed changes to Plans as identified by the City, Permit(s) are issued that authorizes the improvements to begin.

(Issued within five (5) days of approval of complete plans and payment of applicable fees)

9. Construction

Completion and approval of all previous steps has been met and development begins. Throughout the construction process, inspections of permitted improvements occur.