



**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 Development Review Committee Meeting. We can point you in the right direction and provide candid advice on special problems your project may encounter.

### 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 Development Review Committee 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 Development Review Committee 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 Development Review Committee meeting, it may be necessary to hold a new Development Review Committee 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 Development Review Committee 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. An 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. <https://www.cityofmelissa.com/169/Developing-in-MelissaThis> web page includes links to applications, ordinances and other related documents, fees, contact information, and more.

Neither submission of the form, nor the Development Review Committee meeting constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.



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## **SELF SURVEY DEVELOPMENT REVIEW COMMITTEE MEETING**

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

### **PROJECT INFORMATION**

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

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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: _____	<input type="checkbox"/>	<input type="checkbox"/>
• Have you spoken with City Staff about this property? If yes, please name: _____	<input type="checkbox"/>	<input type="checkbox"/>
• Have you previously developed in the City of Melissa?	<input type="checkbox"/>	<input type="checkbox"/>
• Is this an active project with prior approvals for all or a portion of the property?	<input type="checkbox"/>	<input type="checkbox"/>
• Has the property been platted?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you intend to subdivide, re-subdivide, or combine the property with other parcels?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the property in a Regulatory Flood Zone?	<input type="checkbox"/>	<input type="checkbox"/>
• Is the proposed use allowed under the current zoning?	<input type="checkbox"/>	<input type="checkbox"/>
• Are existing buildings on the property proposed to be used?	<input type="checkbox"/>	<input type="checkbox"/>

- 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?
- Are you aware of fire requirements for commercial structures?
  - Fire Suppression System
  - Fire Alarm System
  - KNOX Box/Vault
- Does the property meet the current paving & parking requirements for the proposed use?
- Are you aware of fees related to development, including impact fees?
- Do you propose the use of any exterior signage?
  - If yes, have you reviewed the City of Melissa's Sign Ordinance?
- Do you propose demolition of any buildings?
- Do you propose removal of any trees?
- Do you intend to have outdoor storage?
- Do you intend to sell or lease used merchandise? If yes, describe the used merchandise to be sold?

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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 [tlaferne@cityofmelissa.com](mailto:tlaferne@cityofmelissa.com)

## APPLICANT'S ACKNOWLEDGEMENT

- 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

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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## CONTACT INFORMATION

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## CONSULTANTS

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CITY OF MELISSA  
WEBSITE:  
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