



## DEVELOPMENT REVIEW PROCESS

### DRC REVIEW

- Engineering Dept. staff will review development plans for major issues concerning right-of-way, easements, traffic, utilities, floodplain encroachment and other project-specific issues. The DRC review is not a full civil engineering review.

### AFTER SITE PLAN & FINAL PLAT APPROVAL BY P&Z COMMISSION

- Engineering Dept. staff will consider approval of an early grading request:
  - Submit grading plans for review including cover sheet, grading plan, and erosion control sheets with Early Grading Permit application (attach contract). The permit is online at <http://www.coppelltx.gov/engineering-permits1.html>
  - If approved, pay the grading inspection fee of 2% of grading contract.
  - Provide copy of NOI and TPDES General Permit (if required).
  - Submit "Hold Harmless" letter for any adjustments required during plan review or by Council action.
  - A pre-construction conference onsite with inspector is required prior to commencing with dirt work.

### AFTER SITE PLAN & FINAL PLAT APPROVAL BY CITY COUNCIL

- Submit civil plans for review (see Subdivision Ordinance for required elements of civil plans).
- Review will not begin until final plat approval by City Council. However, minor revisions may be necessitated by Engineering review, therefore, the plan should not be prepared for filing with the County (i.e. obtaining franchise utility signatures) until after the first engineering review.

### **\* ALLOW 2-3 WEEKS FOR EACH PLAN REVIEW AND EXPECT 2+ ITERATIONS \***

- Schedule any necessary meetings with Engineering staff to resolve major issues.
- Impact fees are assessed by Engineering staff and submitted in writing to the Project Engineer.
  - The **PLAT** will not be processed for signatures until Roadway and Park impact fees (if applicable) are paid. Water and Sewer impact fees are paid at the time of Building Permit issuance.
  - The **PLANS** will not be approved before payment of roadway and park impact Fees (if applicable) and payment of inspection fees calculated at 2% of contract cost of private work and 4% of work in public right-of-way or easements. The Construction Development permit is online <http://www.coppelltx.gov/engineering-permits1.html> with a guide to calculating the correct inspection fees on page 3.
  - After the plans are approved they are stamped and signed by Engineering staff.
  - A mandatory pre-construction conference is scheduled by the inspector.

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