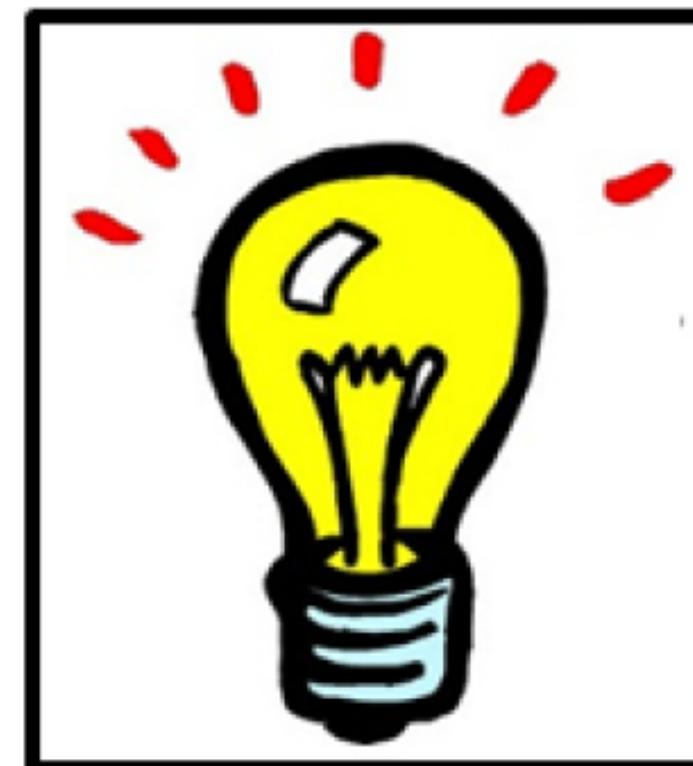


1 Concept Plan

A

Create a concept plan that has the general information of your desired development.

Conduct a self evaluation on the feasibility of your project by analyzing factors that may need to be considered.



2 Pre-Development Meeting

B Fill out the Pre-Development meeting request [form](#). Provide as much detail on the project as it will help guide staff on what questions need to be answered. City staff will schedule the meeting for you. Feel free to invite architects, and contractors to this meeting.

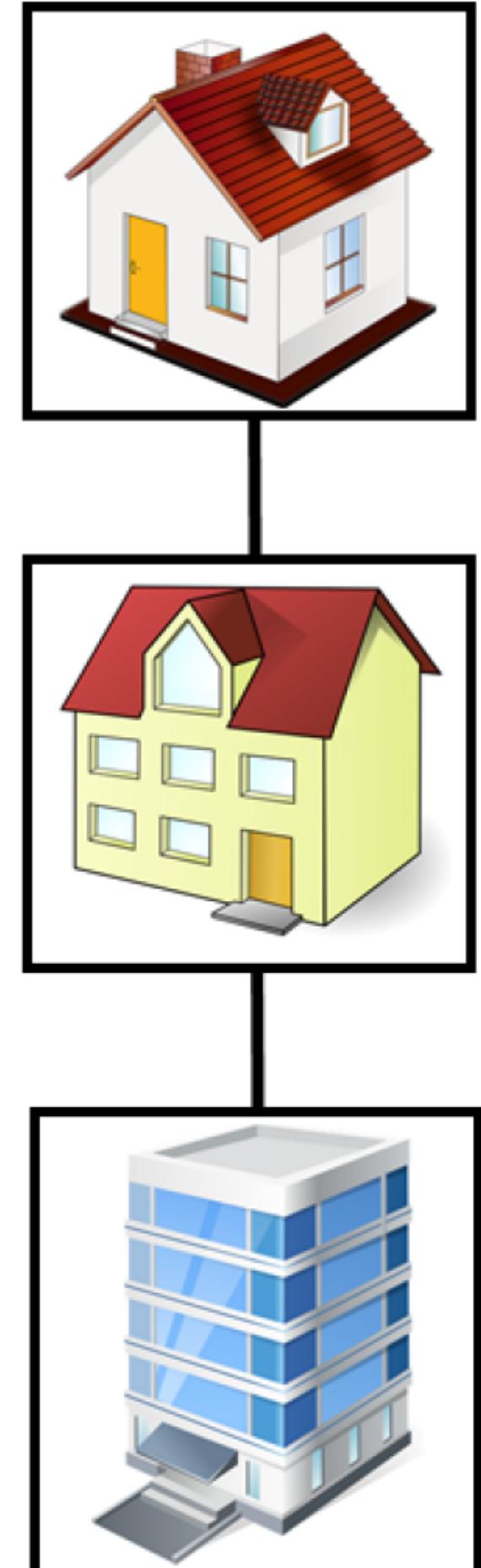


C At the Pre-Development meeting staff will explain the City's development review process. This is the time to ask any questions or concerns that you may have.

3 Zoning

D If a zoning change is required fill out the zoning [application](#) and turn it in with the application [fee](#) to the Planning Department. Staff will review the submittal and give a final recommendation to the Planning and Zoning Commission. The application then goes to City Council for a final decision.

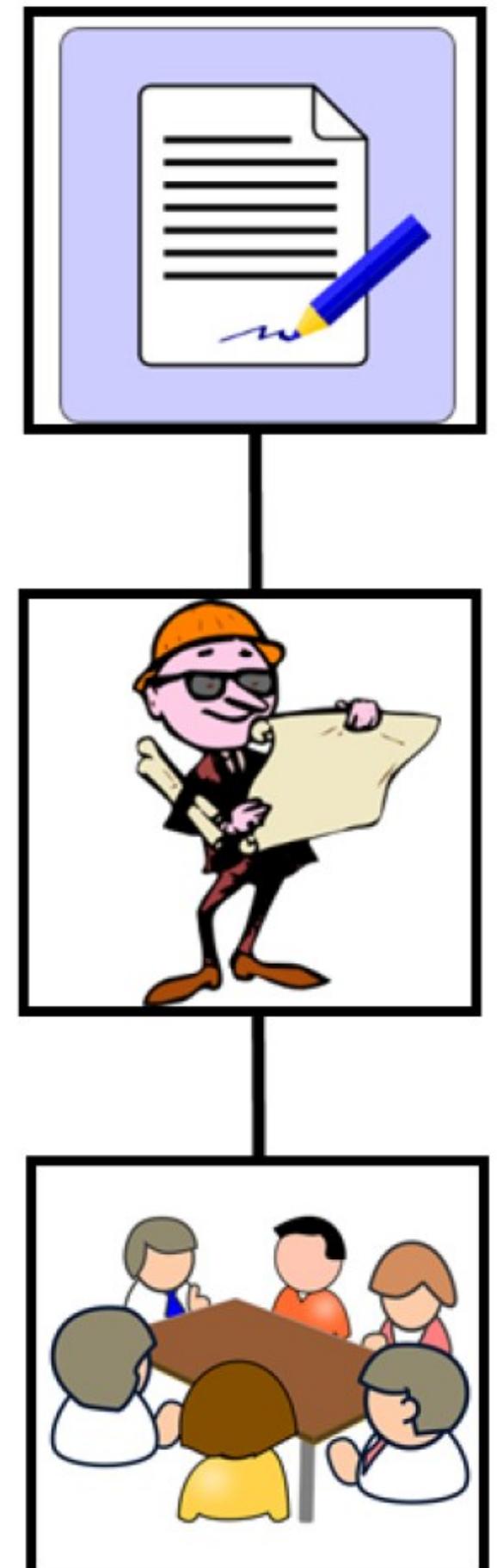
E It is recommended that a representative of your development team attends both the Planning and Zoning Commission and City Council Meetings. Both of these meetings are held at City Hall.



4 Platting

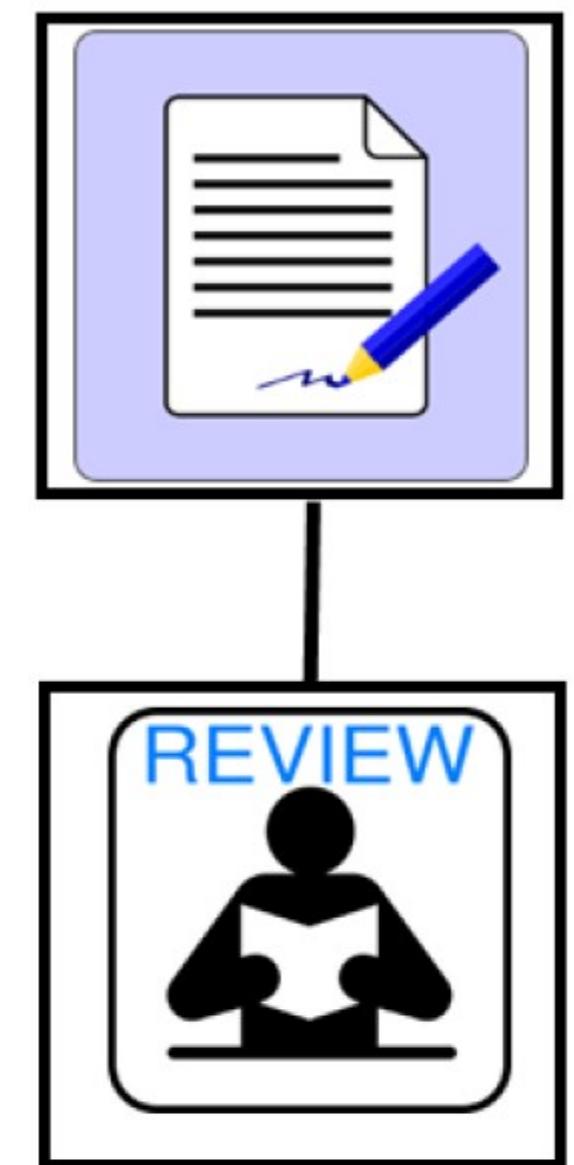
F If platting is required, file your plat application and proposed plat to the Planning Department with the required platting and recording [fees](#).

G The plat may be administrative depending on the amount of lots and if street improvements or notices will be required. If the lot is not administrative it will have to be presented at the Planning and Zoning Commission meeting. It is recommended that a representative of your development team attend this meeting. City staff will take care of the recording process once the plat is granted approval.



5 Building and Civil Plans

H Fill out all required building permit [applications](#) and make sure you have a contractor that is registered with the city to work on your project . Staff asks for two copies of all building and civil plans. At this time a Certificate of Occupancy [application](#) may also be submitted.



I During the review process staff may call your development team if alterations or changes are needed on the plans.

J You will be notified once the building plans are ready and will be required to pay all building permit fees.

6 Final Inspection



Building Services will conduct the final inspections. After all inspections have been approved you will be granted your Certificate of Occupancy. Throughout the entire building permit process if you have your permit number you can go to www.tylerinspections.com to check on the status of your application.

