How We’ll Help
Request a Pre-Application Conference online at: www.cityofdenton.com/landdevelopment to discuss proposed projects. During these meetings, staff will outline requirements and processes for the proposed project.

What You’ll Receive
• Determination of Review Letter outlining next steps in the process, including any necessary zoning action, estimated fees, and answers to questions
• Assigned Development Facilitator who will serve as your primary point of contact throughout the duration of your project

APPLICATIONS

How We’ll Help
Applications reviewed during this stage typically include Zoning Compliance Plans, Preliminary Plats, Engineering Plans, and Final Plats. Your Development Facilitator will help coordinate responses to any questions you have related to applications and associated attachments. Applications are approved either administratively by staff or by the Planning & Zoning Commission (P&Z). See the table for the approvers based on project type.

<table>
<thead>
<tr>
<th>Application</th>
<th>Approval</th>
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</thead>
<tbody>
<tr>
<td>Zoning Compliance Plan</td>
<td>Compliant Zoning: Administrative</td>
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<tr>
<td></td>
<td>Zoning Action Required: P&amp;Z</td>
</tr>
<tr>
<td>Preliminary Plat</td>
<td>P&amp;Z</td>
</tr>
<tr>
<td>Engineering Plans</td>
<td>Administrative</td>
</tr>
<tr>
<td>Final Plat</td>
<td>P&amp;Z</td>
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</tbody>
</table>

What You’ll Receive
• Responses to Requests for Information (when applicable)
• Walk-through and punch list review
• Approval Letter outlining next steps

PRE-CONSTRUCTION

How We’ll Help
The Pre-Construction project phase includes the submission and approval of Development Contracts and the Pre-Construction Meeting where City staff provides applicants with clear direction on remaining requirements to construct.

During this stage, project management will transition from your Development Facilitator to Public Works Inspections and Building Inspections.

Note: Building Permits may be applied for at any point during the project, but are only approved after the notice to proceed is issued.

What You’ll Receive
• Informative Pre-Construction Meeting
• Fully executed Development Contracts and Hold Harmless Agreements
• Notice to Proceed and Approval Letter outlining next steps

PERMITTING, CONSTRUCTION, AND INSPECTIONS

How We’ll Help
Once Building Permits are issued, construction commences and inspections are conducted by both Public Works Inspections and Building Inspections. Applicable information requests are responded to and change orders are reviewed and approved.

What You’ll Receive
• Responses to Requests for Information (when applicable)
• Walk-through and punch list review
• Approval Letter outlining next steps

PROJECT COMPLETION

How We’ll Help
Inspectors conduct final site inspection and acceptance of public infrastructure followed by submission of As-Built Drawings. Public Works Inspections will issue a final project completion letter to the applicant and Building Safety will issue the Certificate of Occupancy.

What You’ll Receive
• Project Completion Letter
• Certificate of Occupancy

Note: Building Permits may be applied for at any point during the project, but are only approved after the notice to proceed is issued.