



Development Services Frequently Asked Questions

What can I do on my property?

- What can I do with my property?
 - By accessing the interactive [GIS Map](#), you can search your address. Click on the box next to Planning to see what your property is zoned. Reference [Subchapter 5](#) of the Denton Development Code to see the allowed land uses for the applicable zoning district.
- What home occupations are permitted in my home?
 - Any use not listed under Prohibited Home Occupations below shall be deemed an allowable home occupation so long as the use is allowed pursuant to [Table 5.2-A: Table of Allowed Uses](#), and complies with the standards of this DDC. **Prohibited Home Occupations:** The following uses are examples of home occupations that shall be prohibited: Retail sales; Medical doctors, or any practice of physical and/or medical application, including chiropractors; Dentists; Minor or major automobile or equipment repair; Commercial greenhouses or nurseries; and Animal grooming.
- Can I add an Accessory Dwelling Unit to my property?
 - Yes. Accessory Dwelling Units (ADUs) shall comply with the following standards: Generally, only one ADU shall be allowed per lot. ADUs shall only be permitted on lots where the principal use is a single-family detached dwelling. Size ADUs on Lots Smaller than 10,000 Square Feet ADUs shall not exceed 50 percent of the square footage of the principal dwelling unit on the lot. ADUs shall not exceed 1,000 square feet per lot. ADUs on Lots 10,000 Square Feet or Larger ADUs shall not exceed 50 percent of the square footage of the principal dwelling unit on the lot. Location and Design ADUs may be attached or detached units. Attached ADUs shall be fully attached to or within the principal structure on the lot. "Attached" shall mean at least one-quarter of the total wall area or the floor or ceiling of the ADU shall be fully connected to a wall, floor, or ceiling of the principal residential structure. Detached ADUs shall be located to the side or rear of the principal dwelling unit. ADUs shall have a separate exterior entrance from the principal dwelling unit and shall contain cooking, sleeping, and sanitary facilities.
- How tall can a fence on my property be?
 - Maximum fence height within the required rear and/or side yard setback is 8’.
 - Maximum fence height within the required front yard setback is 4’
- Can I convert my garage into a room?
 - Yes. Converting a garage to a habitable space is considered to be a Residential Alteration. Any Mechanical, Plumbing or Electrical work that is part of the alteration will be included in this permit and shall not require a separate permit.

Submittal Requirements: [Residential Application](#). See [Residential Alteration Submittal Requirements](#) for plan submittal requirements.

Plan Submittal: Plans may be submitted [online](#) electronically or by dropping off paper plans at the Development Services Center. **Please note:** two (2) copies of all plans are



Development Services Frequently Asked Questions

required for paper submittal.

Inspections Required: The inspections required will depend upon the scope of work. Please contact us at (940) 349-8360 for any questions. Email all applicable inspection documents to buildingdocs@cityofdenton.com. These would include form surveys, final drainage surveys, special inspections, energy test forms, etc.

Fees: \$100 minimum, based on square feet. Additional fees will apply if installing electric, plumbing or HVAC. See the Fee Schedule [here](#).

- Do I need a permit for signage?
 - Yes. A permit is required for all new signs including pole signs, wall signs, monument signs, projecting signs, roof signs and all temporary banners/balloons (wind device).

Submittal Requirements: [Sign Application](#) and [Sign Submittal Requirements](#)

Plan Submittal: Plans may be submitted online electronically or delivered in person to the Development Services Center with four (4) sets of all paper plans.

Inspections Required: See the [Sign Submittal Requirements](#) document for a detailed list of inspections by type of sign.

Fees: Based on size. To see the Fee Schedule, click [here](#).

A permit is required for all Wind Devices and is valid for the display of banners, flags, pennants, inflatables, streamers, etc. Wind Devices shall not be attached to trees, placed in public rights of way or easements, or attached to utility poles or street signs or any other form of public property. Inflatables and balloons on the ground are restricted to a height no greater than 30 ft. Inflatables and balloons on the roof of a building shall not extend more than 10 feet above the highest part of the roof. For more information on Wind Device regulations, review [Ordinance No. 2014-406](#). Wind Devices may be applied for three times per calendar year, but shall not be issue less than 30 days apart.

Submittal Requirements: [Wind Device Application](#) and [Sign Submittal Requirements](#). Also see [Rayzor Ranch Special Sign District \(Ordinance\)](#)

Plan Submittal: Wind Device applications must be submitted in person to the Development Services Center.

Fees: \$33

- Do I need a permit for an event on my property?
 - Yes. Click [here](#) to go to the Special Event Application Page.



Development Services Frequently Asked Questions

Temporary Event Application - A temporary or special event permit is required to sell or serve food at a fixed location for a period of time, usually in conjunction with an event such as a festival or fair. Temporary Event permits apply to booths, stands, vehicles, or cards. Download the [hand wash station permit application](#).

- What permits will I need to obtain if I want to remodel my home?
 - A Residential Permit is required for a home remodel.

Submittal Requirements: [Residential Application](#). See [Residential Alteration Submittal Requirements](#) for plan submittal requirements.

Plan Submittal: Plans may be submitted online electronically or by dropping off paper plans at the Development Services Center. **Please note:** two (2) copies of all plans are required for paper submittal.

Inspections Required: The inspections required will depend upon the scope of work. Please contact us at (940) 349-8360 for any questions. Email all applicable inspection documents to buildingdocs@cityofdenton.com. These would include form surveys, final drainage surveys, special inspections, energy test forms, etc.

Fees: \$100 minimum, based on square feet. Additional fees will apply if installing electric, plumbing or HVAC. To see the Fee Schedule, click [here](#).

- What type of permit do I need if I want to sell alcohol at my commercial business?
 - To start the application process with the Texas Alcoholic Beverage Commission, click [here](#).

Zoning, Platting, and Development Questions

- What is the zoning district on my property?
 - Go to <http://gis.cityofdenton.com/mapviewer/> and type your address into the search box in the upper left-hand corner. It will zoom to your property.
 - First, check the “Planning” box in the list of check boxes on the right side of the screen.
 - Second, click on the “Information” (letter i in a circle) button in the row of buttons on the left of the screen
 - Third, click on your property, it will bring up an info box.
 - Fourth, click on “Parcels” in the left-hand side of the info box. That will zoom back in to your property.
 - Fifth, scroll down in the left-hand column of the info box to “Current Zoning.” Just below that, you will see your zoning district (“R3,” or “MN,” etc.)
 - To learn more about the lot size, setbacks, and height restrictions in your zoning district, go to the Denton Development Code at https://www.cityofdenton.com/CoD/media/City-of-Denton/Business/DDC_Print-



Development Services Frequently Asked Questions

[Date Feb5 2020.pdf](#) and find your zoning district in Subchapter 3, in the table of contents, and click on it to go to that section and learn more.

- To learn what uses are permitted, you can also go to the Table of Permitted Uses in Subchapter 5 of the DDC, at this same website, and look in the column for your zoning district.
 - A “P” means that the use on the left is permitted in your district; a P+ means the use is permitted with restrictions, an S or S+ means the use requires a Specific Use Permit in your zoning district, and a blank means the use is not permitted in your district.
- What is the process for a zoning change?
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on the “Request a Pre-Application Conference” button in the upper right-hand box on the screen.
 - Please fill out the form and submit for Staff review. You should be contacted within two weeks of the request’s submission to setup a meeting.
 - Once a Pre-Application Conference (PAC) has taken place, a formal zoning map amendment application, otherwise known as a rezoning, can be submitted to Staff.
 - Staff will review the application and accept as submitted or send you back revisions. When the revisions have been made and accepted, Staff will notify you via email and eTrakIt, and prepare a report and recommendation to the Planning & Zoning (P&Z) Commission and City Council.
 - P&Z will review the rezoning application and forward a recommendation or report to City Council; however, City Council will review and give the final decision. City Council may approve, approve with conditions, or deny the rezoning application.
 - If a majority of the P&Z commissioners fail to recommend either approval or denial of the amendment, or approval of a modified amendment, Staff will place the matter for vote on the next available P&Z agenda as an item for individual consideration. A second failure of the majority of voting P&Z commissioners to recommend either approval or denial of the amendment, or approval of a modified amendment, shall be deemed a recommendation to deny approval of any amendment to the City Council.
 - If P&Z recommends denial of the rezoning, the rezoning will only become effective if it receives $\frac{3}{4}$ vote of all members of City Council.
 - Following approval of the rezoning by City Council, the Director will prepare a revision to the Official Zoning Map of the city.
- How can I submit a formal letter in support, neutrality or in opposition to an active zoning case?
 - If you are within 200’ of the project, you will be sent a notice containing a letter which you can mail back to the Planner on the project. The address will be provided in the notice.



Development Services Frequently Asked Questions

- Otherwise, you can email development@cityofdenton.com or call 940-349-8541 to find out who the Planner on the case is. You can then email or mail your letter to that Planner.
- What is the process for a zoning compliance plan?
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on “Step 2: Applications (Click Here for Checklists).” Scroll down to the “Zoning Compliance Plan” application. This will show you the documents you need to provide with your application.
 - It is recommended to also download the “Landscape Plan” checklist for more details about what needs to be included on the separate Landscape sheet in your ZCP. Find this checklist under “[Click here for a list with links to all other applications.](#)”
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on “Step 2: Applications (Click Here for Checklists).” Scroll down to the “Submit Project” to submit your application to our system.
 - Submittal must be on one of the “Administrative Application” submittal dates, per the Submittal Schedule [here](#)
 - Staff will review the zoning compliance plan (ZCP) application, accepting the drawings as submitted or send you back revisions via eTrakIt and email. When the revisions have been made and accepted, Staff will notify you of the ZCPs application approval via an emailed letter and eTrakIt.
- What is the process for a plat approval?
 - There are two plat approval processes, one of which is administratively approved, and the second, which requires Planning & Zoning (P&Z) Commission review and decision.
 - First, there is the administratively approved Minor Plat process. This procedure is used for proposed plats that will create less than 5 lots and/or involve minimal adjustments to approved final plats.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on the “Request a Pre-Application Conference” button in the upper right-hand box on the screen.
 - Please fill out the form and submit for Staff review. You should be contacted within two weeks of the request’s submission to setup a meeting.
 - You will need to have at least a concept plan sheet for your proposed plat.
 - Once a Pre-Application Conference (PAC) has taken place, a formal minor plat application can be submitted to Staff.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on “Step 2: Applications (Click Here for Checklists).” Scroll down to the “Final Plat” application.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on “Step 2:



Development Services Frequently Asked Questions

Applications (Click Here for Checklists).” Scroll down to the “Submit Project” to submit your application to our system.

- Staff will review the minor plat application based on the Final Plat checklist. Staff will accept as submitted or send you back revisions via eTrakIt and email. When the revisions have been made and accepted, Staff will notify you of the Minor Plats approval via an emailed letter and eTrakIt.
 - The letter will provide you with an execution package list for filing the approved Minor Plat with Denton County.
 - If anything is omitted from the execution package, Staff can reject your execution package.
- The second plat process is the Preliminary Plat process. A Preliminary Plat procedure allows Staff to review an overall plan for a proposed subdivision within city limits.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on the “Request a Pre-Application Conference” button in the upper right-hand box on the screen.
 - Please fill out the form and submit for Staff review. You should be contacted within two weeks of the request’s submission to setup a meeting.
 - You will need to have at least a concept plan sheet for your proposed plat.
 - Once a Pre-Application Conference (PAC) has taken place, a formal preliminary plat application can be submitted to Staff.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on “Step 2: Applications (Click Here for Checklists).” Scroll down to the “Preliminary Plat” application.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on “Step 2: Applications (Click Here for Checklists).” Scroll down to the “Submit Project” to submit your application to our system.
 - Staff will accept as submitted or send you back revisions via eTrakIt and email. When the revisions have been made and accepted, Staff will inform you via email and eTrakIt, and prepare a staff report and recommendation that includes the City Engineer’s findings as well.
 - During this time, a public meeting should be scheduled by staff. This is a requirement before a review and a decision are made by the Planning & Zoning (P&Z) Commission. The public meeting must occur within 30 days of acceptance of the plat application.
 - At the public meeting, the preliminary plat is reviewed by P&Z. P&Z can approve, approve with conditions, or deny the preliminary plat application.



Development Services Frequently Asked Questions

- The preliminary plat will expire within 24 months, unless a final plat is filed and approved for all or part of the preliminary plat within that time or within the time provided by a phasing schedule approved by the preliminary plat by P&Z.
 - If the plat is denied, you may resubmit on one of the designated “Denied Plat Resubmittal Review” dates per the [Plat Submittal Schedule](#), and your resubmitted plat will be taken to P&Z for approval or denial at a public meeting within 15 days of acceptance of the resubmittal.
- Do I have Environmentally Sensitive Areas on my property?
 - Go to <http://gis.cityofdenton.com/mapviewer/> and type your address into the search box in the upper left-hand corner. It will zoom to your property.
 - First, check the “ESA” box in the list of check boxes on the right side of the screen.
 - Second, click on the “Information” (letter in a circle) button in the row of buttons on the left of the screen
 - Third, click on your property, it will bring up an info box.
 - Fourth, click on “Parcels” in the left-hand side of the info box. That will zoom back in to your property.
 - On the map, you will be able to see whether a colored ESA area is on your property.
 - Click the small black triangle next to the “ESA” check box to open a sub-list in which you’ll be able to see the various types of ESA which may be shown on your property.
- How can I determine if my property is platted?
 - If the description of your property on your deed contains a subdivision name and lot and block number, that is a good sign that it is likely platted.
 - The City of Denton interactive GIS may also be able to help you determine if your lot is platted.
 - Go to <http://gis.cityofdenton.com/mapviewer/> and type your address into the search box in the upper left-hand corner. It will zoom to your property.
 - First, click on the “Information” (letter i in a circle) button in the row of buttons on the left of the screen
 - Second, click on your property, it will bring up an info box.
 - Third, click the word in all caps under “Parcels” in the left-hand side of the info box. That will zoom back in to your property.
 - In the right column of the info box, next to the word “PLATTED,” if there is a “Y”, it is likely platted, if there is an “N” it is likely not platted.
 - However, this is not guaranteed to be accurate. You may need to consult a surveyor to determine for certain if your property is platted.
- How do I locate my property’s boundaries?
 - Very roughly, this can be done by going to the City of Denton interactive GIS map and/or the Denton CAD Map Search tool.



Development Services Frequently Asked Questions

- Go to <http://gis.cityofdenton.com/mapviewer/> and type your address into the search box in the upper left-hand corner. It will zoom to your property.
- Additionally, you can go to <https://harrisgovern.maps.arcgis.com/apps/webappviewer/index.html?id=3650812c72c640b08c3062d4f6cac94e> and type your property ID into the search box in the upper right-hand corner. It will zoom to your property.
- To legally locate your property's boundaries, you will need to have a survey performed of your property by a licensed surveyor.
- How can I obtain a survey of my property?
 - Unless you received a survey when you purchased your property, you will need to hire a licensed surveyor to perform the survey.
- How do I apply for a variance?
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on the "Request a Pre-Application Conference" button in the upper right-hand box on the screen.
 - Please fill out the form and submit for Staff review. You should be contacted within two weeks of the request's submission to setup a meeting.
 - You will need to provide at least a concept plan of what your variance proposes.
 - Once a Pre-Application Conference (PAC) has taken place, a formal variance application can be submitted.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on "Step 2: Applications (Click Here for Checklists)." Scroll down to the [Click here for a list with links to all other applications.](#) Click on the link. Then click on "Variance Checklist" to get the list of required documents for variance submittal.
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and click on "Step 2: Applications (Click Here for Checklists)." Scroll down to the "Submit Project" to submit your application to our system.
 - Staff will review the and accept as submitted or send you back revisions via eTrakIt and email. When the revisions have been made and accepted, Staff will notify you via email and eTrakIt, and prepare a report and recommendation to the Zoning Board of Adjustment (ZBA).
 - Third, the variance application will be scheduled for a public hearing before ZBA. ZBA will review the variance application and provide a decision of either approval or denial.
 - If a vote of 75 percent of the ZBA members is met, the variance application is approved.
 - Fourth, the Director will provide you a written notification of the ZBA's decision.
 - If the variance is approved, it will expire after 24 months of inactivity.
- Will my property require a Preliminary Plat?
 - If your property has not previously been platted, and you are splitting your property into more than four lots and/or you are extending public facilities to or through your lot (water lines, wastewater lines, road, etc.), your property will require a preliminary plat.



Development Services Frequently Asked Questions

- Do I have a FEMA designated floodplain or zone on my property and how do I look up flood zone information for a particular property?
 - Go to <http://gis.cityofdenton.com/mapviewer/> and type your address into the search box in the upper left-hand corner. It will zoom to your property.
 - First, check the “FEMA” box in the list of check boxes on the right side of the screen.
 - Second, click on the “Information” (letter i in a circle) button in the row of buttons on the left of the screen
 - Third, click on your property, it will bring up an info box.
 - Fourth, click on “Parcels” in the left-hand side of the info box. That will zoom back to your property.
 - On the map, you will be able to see whether a colored FEMA area is on your property.
 - Note that areas in Red are not Denton-regulated floodplain
 - Click the small black triangle next to the “FEMA” check box to open a sub-list in which you’ll be able to see the various types of ESA which may be shown on your property.
 - Click on the “Permit Buffer” checkbox in the sub-list to see if you will be required to build to a certain minimum Finish Floor Elevation on part or all of your property.
- Where can I locate a copy of my subdivision’s covenants, conditions, and restrictions (CC&Rs) (AKA homeowner’s association documents)?
 - This will require contacting Denton County, where a copy should be on file for your subdivision.

Development Code Questions

- Where can I find the city’s development code and other regulations?
 - Go to <https://www.cityofdenton.com/en-us/business/development-review>
 - Scroll down to click on the “Development Code” button along the left-hand side of the screen to access Denton’s Development Code.
 - Scroll down to click on the “Comprehensive Plan (Denton Plan 2030)” button along the left-hand side of the screen to access the Denton Plan 2030.
 - Scroll down to click on the “Handbook & Design/Criteria Manuals” button along the left-hand side of the screen to access Sign Regulations, Downtown Design Standards, DME Electric Service Standards, and our Criteria Manuals.
 - Scroll down to click on the “2021 Construction Specifications & Standard Details” button to access the City of Denton’s current construction specifications and standard details.
- What is a legal non-conforming property?
 - A legal non-conforming property is the continued existence of land, buildings, structures, uses, and site features that were lawfully established prior to the time of adoption, revision or amendment of this Denton Development Code (DDC), or granted



Development Services Frequently Asked Questions

variance of the DDC, but that fails, by reason of such adoption, revision, amendment or variance, to conform to the present requirements of this DDC.

- What are the parking requirements for my business or my residence?
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and scroll down to click on the “Development Code” button along the left-hand side of the screen.
 - Go to Denton Development Code (DDC) Subsection 7.9.4: Amount of Off-Street Parking Required beginning on page 403.
 - Table 7.9-I provides the minimum required off-street parking for your business or residence.
- What are the building setbacks and development standards for my property?
 - Go to <https://www.cityofdenton.com/en-us/business/development-review> and scroll down to click on the “Development Code” button along the left-hand side of the screen.
 - Go to Denton Development Code (DDC) Subchapter 3: Zoning Districts beginning on page 115.
 - This subchapter provides district dimensional standards for residential districts, mixed-use districts, corridor districts, other nonresidential districts, and lastly, planned development districts. Dimensional standards include lot dimension minimums, setback minimums, and maximum building height and building coverage.
 - Table 3.2-H on page 133 provides a summary of all residential districts’ dimensional standards.
 - Table 3.3-D on page 141 provides a summary of all mixed-use districts’ dimensional standards.
 - Table 3.5-E on page 155 provides a summary of all other nonresidential districts’ dimensional standards.

Building Permits

- If I’m interested in opening a business, where and how can I find information about a particular space?

When looking to open a business in an existing space it is important to find out if the zoning supports the use of the business. You can find the zoning district by using this map [Current Zoning \(arcgis.com\)](#), and use regulations can be found in subchapter 5 of the Denton Development Code [Development Code November 20, 2020 v3.pdf \(cityofdenton.com\)](#).

If you are interested in finding out what permits or COs the space may have you can use the address to search our eTrakit system here [eTRAKIT \(cityofdenton.com\)](#). If you still have additional questions please reach out to Development Services at (940)349-8541 or (940)349-8360.

- How do I apply for a building permit?

Permits can be applied for online at <https://www3.cityofdenton.com/etrakit3/> or in person at the Development Service Center. More information on how to apply for a building permit can be found at <https://www.cityofdenton.com/en-us/business/permits-licenses/building-permits>.



Development Services Frequently Asked Questions

- What can be constructed in a floodplain?
Construction within the FEMA 100- year (1% chance) floodplain is highly restrictive to protect life and property. The floodplain is divided into the regulatory floodway and the floodway fringe. New construction and substantial improvements within the floodway are generally prohibited. New construction and substantial improvements within the floodway fringe are restricted to the existing building area and will require certified floodproofing. For definitions and more information, see the City of Denton Code of Ordinance Chapter 30 "Flood Prevention and Protection."
https://library.municode.com/tx/denton/codes/code_of_ordinances?nodeId=SPBLADECO_CH30_FLPRPR
<https://www.cityofdenton.com/CoD/media/City-of-Denton/Business/Development%20Review/Stormwater-Criteria-Manual-Final-December-2018.pdf>
https://lfpubweb.cityofdenton.com/publicweblink/4/edoc/40427/Development%20Code_November%202020,%202020_v3.pdf Chapters 7.4 and 7.5
- Where can I locate as-built documents?
As-built drawings can be found [here](#). These documents are organized by project name or you can search by entering the a search term at the top of the page.
- How do I search permits, applications, and inspections from the Building Safety Division?
Building permits can be found at <https://www3.cityofdenton.com/eTRAKi3/Search/permit.aspx>. Permits can be searched by permit number, address, owner, or property ID. You can view things like site and contact information, fees, inspections, and reviews.

General

- How can I locate the ownership information for a property in the City of Denton?
 - Using the Denton County Appraisal District Website, you may search for property ownership using the property's physical address or property ID number.
<https://www.dentoncad.com/>
- How can I reach a planner?
 - We have a 'Planner of the Day' available to assist you with your questions Monday-Friday from 8am to 5pm. You reach them at 940-349-8360.
- How do I request a pre-application conference?
 - Pre-Application Conferences can be requested online using our electronic request form. Please visit our Land Development webpage for the application.
<https://www.cityofdenton.com/en-us/business/development-review>
- Where can I find a list or map of active development applications?
 - The City of Denton has an Active Projects GIS Map that will show all currently ongoing private developments within the city limits and ETJ.
<https://www.cityofdenton.com/en-us/business/development-review/printable-maps>
- What are the fees for various development applications?



Development Services Frequently Asked Questions

- A list of all Development Fees may be found using our Land Development webpage.
<https://www.cityofdenton.com/en-us/business/development-review>
- Who can walk me through the City of Denton's procedures of land development?
 - The City of Denton has Development Project Facilitators to assist you with your private development from platting to building permit release.
- How do I request a copy of a document within the Department of Development Services?
 - You may request public records by submitting an Open Records Request using our City Secretary's web portal.
[https://dentontx.mycusthelp.com/WEBAPP/_rs/\(S\(w0cwbm5z4zzqfaj430scsezck\)\)/SupportHome.aspx](https://dentontx.mycusthelp.com/WEBAPP/_rs/(S(w0cwbm5z4zzqfaj430scsezck))/SupportHome.aspx)
- What is the difference between an information request and an open records request?
 - The Development Services staff is happy to assist with any questions you may have. An open records request would be required when you would be needing documents in retention with Development Services such as permits, building plans, development applications, or inspection results.