

P&Z Commission Training Series 2023

Topic 2: Development Process



What is the Development Process?

A development process is the stages of planning and construction leading to the development of a site

Non-Residential Development



Residential Development



¹Conveyance Plat – Used to convey property prior to development

²Site Plan/Building Permit – May include Certificate of Appropriateness and/or Façade Plan reviews

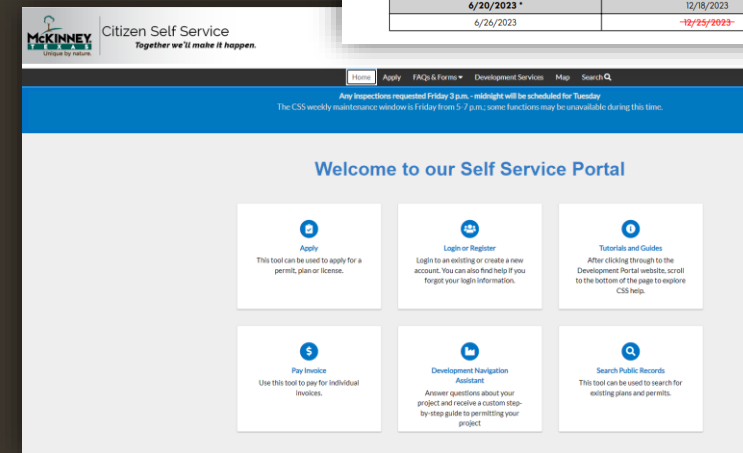
³Preliminary Plat – Required when there are more than 4 lots or public improvements are required

Submittal Process and Turnaround

- Planning submittals are accepted on most Mondays from 8 a.m. to 5 p.m.
 - If the Monday is a holiday, submittals are accepted on Tuesdays
- All submittals are applied through the Citizen Self Service (CSS) portal
- Initial reviews are 10 business days
- Subsequent reviews are 4 business days

planning applications submittal schedule

1/3/2023 *	7/3/2023
1/9/2023	7/10/2023
1/17/2023 *	7/17/2023
1/23/2023	7/24/2023
1/30/2023	7/31/2023
2/5/2023	8/7/2023
2/13/2023	8/14/2023
2/20/2023	8/21/2023
2/27/2023	8/28/2023
3/6/2023	9/5/2023 *
3/13/2023	9/11/2023
3/20/2023	9/18/2023
3/27/2023	9/25/2023
4/3/2023	10/2/2023
4/10/2023	10/9/2023
4/17/2023	10/16/2023
4/24/2023	10/23/2023
5/1/2023	10/30/2023
5/8/2023	11/6/2023
5/15/2023	11/13/2023
5/22/2023	11/20/2023
5/29/2023	11/27/2023
6/5/2023	12/4/2023
6/12/2023	12/11/2023
6/20/2023 *	12/18/2023
6/26/2023	12/25/2023



McKINNEY
PLAN. BUILD. LIVE. WELL.
Citizen Self Service
Together we'll make it happen.

Home Apply FAQs & Forms Development Services Map Search

Any inspections requested Friday 2 p.m. - midnight will be scheduled for Tuesday
The CSS weekly maintenance window is Friday from 5:7 p.m. - some functions may be unavailable during this time.

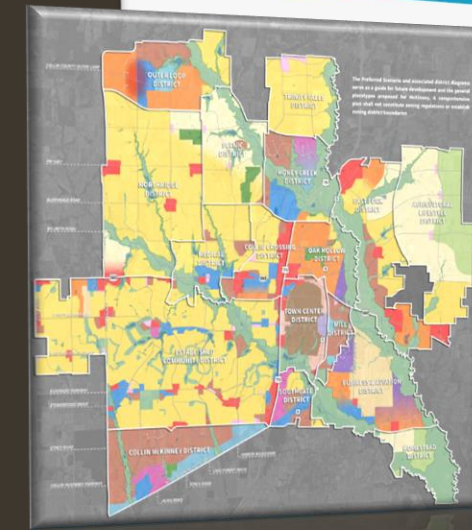
Welcome to our Self Service Portal

- Apply**
This tool can be used to apply for a permit, plan or license.
- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Tutorials and Guides**
After clicking through to the Development Portal website, scroll to the bottom of the page to explore CSS help.
- Pay Invoices**
Use this tool to pay for individual invoices.
- Development Navigation Assistant**
Answer questions about your project and receive a custom step-by-step guide to permitting your project.
- Search Public Records**
This tool can be used to search for existing plans and permits.



Pre-Development Meetings

- Provides an opportunity for an applicant and city staff to review a proposed development prior to a formal submittal
- The Planning, Engineering, Fire Marshal, Parks and Recreation, and Building Inspections Departments provide valuable feedback based on the development requirements and process for the proposed project
- Pre-Development meetings are held 2 weeks after application on Wednesday mornings and Thursday afternoons
- These meetings can be in-person or virtually at no cost to our development community





Zoning/Rezoning

- The zoning process is where an applicant establishes the initial zoning on a property or requests a different zoning district than what currently exists
- Submittal Documents:
 - Letter of Intent
 - Zoning Exhibit
 - Metes and Bounds Description
 - Development Standards (Planned Development District requests)
- Approval Body:
 - Recommendation by the Planning and Zoning Commission
 - Final Action by the City Council
- The average time for zoning approval is 3-6 months

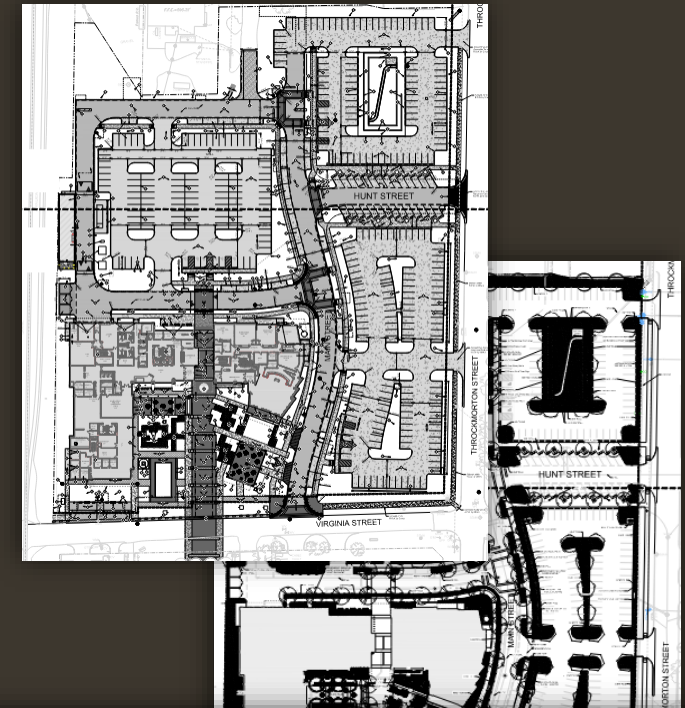
Table 2-1: Zoning Districts Established

Base Zoning Districts	Section
Residential Districts	
R43 Residential Estate	204D
R12 Residential	204E
R8 Residential	204F
R6 Residential	204G
R5 Residential	204H
TR1.8 Townhome Residential	204I
FR Flex Residential	204J
MR Mixed Residential	204K
MF30 Multi-Family Residential	204L
MHR Manufactured Home Residential	204M
Non-Residential Districts	
C1 Neighborhood Commercial	204N
C2 Local Commercial	204O
C3 Regional Commercial	204P
O1 Office	204Q
O2 Regional Office	204R
AG Agricultural	204V
AP Airport	204W
Industrial Districts	
I1 Light Industrial	204S
I2 Heavy Industrial	204T
Other Districts	
GC Government Complex	204U
MTC McKinney Town Center	204Y
PD Planned Development	204V
Overlay Zoning Districts	
H Historic Overlay	204Z
HC Highway Commercial Overlay	204AA
TMN Traditional McKinney Neighborhood Overlay	204BB



Site Plan

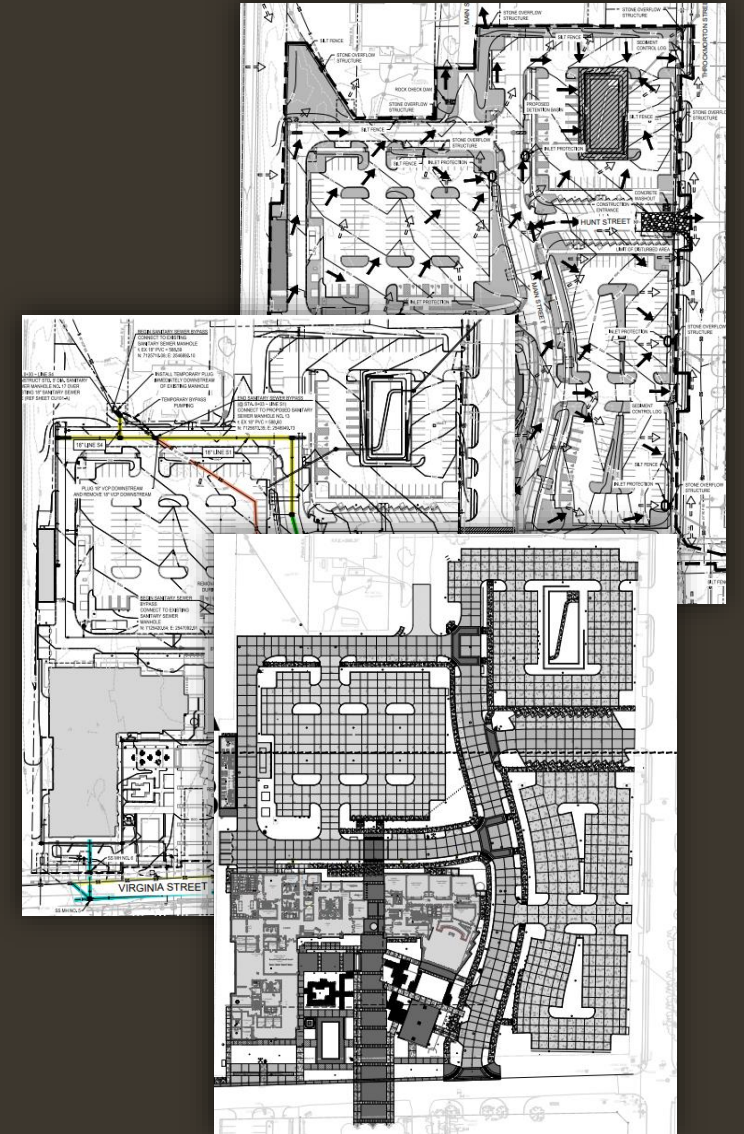
- A site plan is a drawing of a site that includes the layout of buildings, drive aisles, parking, walls, etc.
- Submittal Documents:
 - Site Plan Exhibit
 - Landscape Plan
 - Tree Preservation Plan
 - Façade Plan (Historically Significant Area (HSA) properties)
 - Preliminary Utility and Drainage Plan
- Approval Body:
 - Staff
 - Planning and Zoning Commission and/or City Council – Considers requested design exceptions and/or required approval body by certain Planned Development District
- The average time for Site Plan approval is 3-6 months





Development Permit (Civil Set)

- A Development Permit is permit with the Engineering Department for the review and approval of all new public improvement construction and reconstruction projects in the City and ETJ
- Submittal Documents:
 - Plat
 - Stamped Site Plan and Landscape Plan
 - Tree Survey & Tree Preservation Plans
 - Standard Details for Construction
- Approval Body:
 - Staff
- Once approved and released, civil construction may begin
- The average time for Development Permit approval is 3-5 months





Platting

- A plat is a plan that shows a subdivision or creates lots for development
- Plat Types:
 - Conveyance Plat
 - Preliminary Plat/Final Plat
 - Minor Plat
 - Replat
 - Amending Plat
- Approval Body:
 - Staff
 - City Council or Planning and Zoning Commission – Considers requested variances to the Subdivision Ordinance
- The average time for plat approval is 1-2 months
- Parkland fees for residential projects are issued
- Plats are not filed until final acceptance of the Development Permit construction



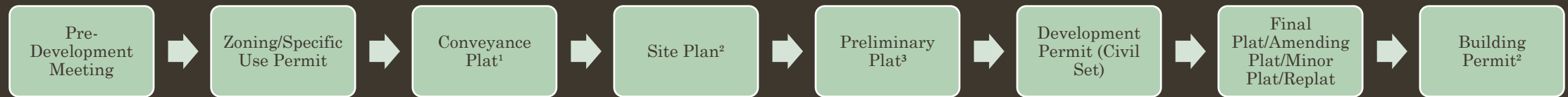
Building Permit

- A building permit is a permit with the Building Inspections Department to construct a new building or expand and/or remodel an existing one.
- Submittal Documents:
 - Construction Plans
 - Photometric Site Plan
- Non-Residential Permits
 - Can be submitted at any time during the development process
 - Roadway and Utility Impact Fees issued
 - Parkland Fees issued
- Residential Permits
 - Cannot be submitted until the plat is filed
 - Roadway and Utility Impact Fees issued
- Approval Body:
 - Staff
- The average time for building permit approval is 3-4 months



Development Process Recap

Non-Residential Development



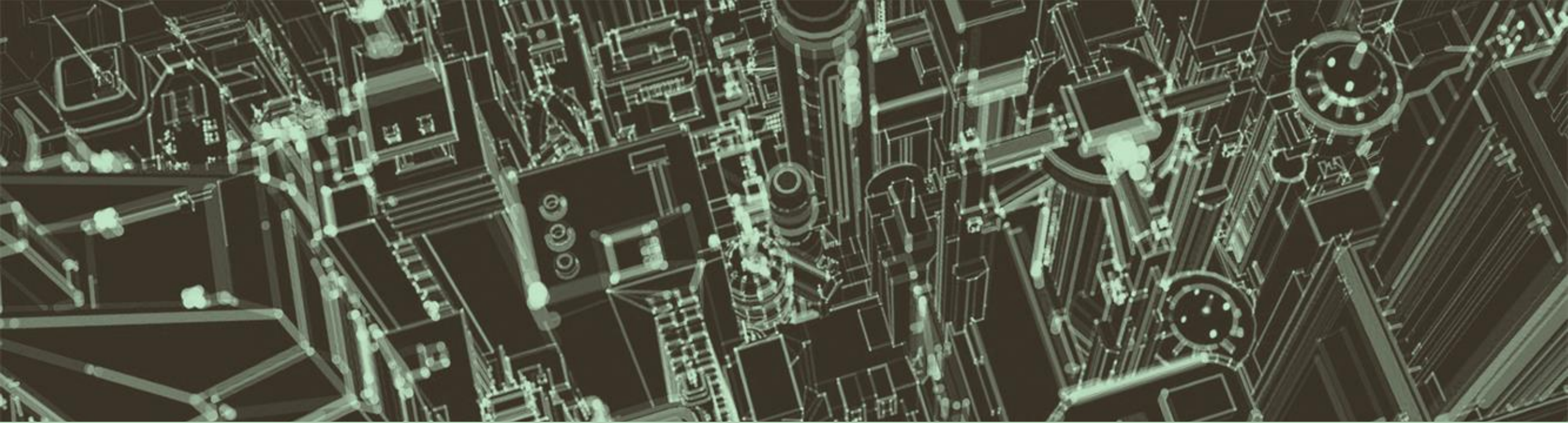
Residential Development



¹Conveyance Plat – Used to convey property prior to development

²Site Plan/Building Permit – May include Certificate of Appropriateness and/or Façade Plan reviews

³Preliminary Plat – Required when there are more than 4 lots or public improvements are required



Any questions?

