



DEVELOPMENT PROCESS GUIDE

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CITY OF DENISON DEVELOPMENT PROCESS GUIDE

INTRODUCTION:

Thank you for your interest in Denison! The City of Denison's Development Services and Public Works Departments are responsible for the review and approval of all development projects that include public improvement construction and reconstruction within the City limits and the extraterritorial jurisdiction (ETJ).

These departments will provide assistance to Developers and Design Engineers to ensure that public improvements proposed as part of a development project are designed to meet current City ordinances and design criteria.

The following information is intended as a guide to aid Developers, engineers, architects, and other stakeholders through the City of Denison's Development Process ensuring that approval requirements are met.

The City of Denison reserves the right to request additional information necessary to complete the review of specific development projects in addition to the information included in this document. Community safety and project success are City priorities and staff look forward to helping you navigate this process.

SECTION 1 - PRELIMINARY PLANNING AND PRE-DEVELOPMENT PROCESS:

Residential and commercial construction begins with the general understanding of building codes and standards applicable to a property and project.

[Jump to the Residential Development Process overview flow chart](#)

[Jump to the Commercial Development Process overview flow chart](#)

Below are the suggested steps that should be completed prior to submitting plats, plans and permits for your residential development or commercial development project.

- 1. Preliminary Planning** – In preparation for your formal plan submittal, you will need to identify the development standards and building information that apply to your project.
 - When exploring a project to pursue, use the Grayson Central Appraisal District [Interactive Map](#) and the City of Denison [Interactive Map](#) to verify that the land is in City Limits or in the City of Denison ETJ.
 - Land in the ETJ or in City Limits must be [platted](#) to be developed.

- If you are in the ETJ, zoning will not apply.
 - For property within the City Limits, refer to the [Zoning Use Regulations](#) table to determine if the intended use of the project is compatible with the current zoning.
 - A conditional use permit may be required.
 - Reach out to engineering@denisontx.gov for information about existing water and sewer utilities for your site.
 - Review and refer to the City's Master Plans to determine what Capital Improvement Projects might be required to be constructed as part of your project. These plans can be requested from City staff and include but are not limited to:
 - Comprehensive Plan
 - Thoroughfare Plan
 - Future Land Use Plan
 - Parks & Trails Master Plan
 - Wastewater Collection System Master Plan
 - Wastewater Treatment Plant Master Plan
 - Water Distribution Master Plan
 - Stormwater Master Plan
 - Review the current survey and Plat for the property. This will allow you to identify the development standards and easements, which in turn will determine the developable area.
 - For residential developments, refer to your title report and Homeowner's Association (HOA) for additional restrictions and requirements.
- 2. Obtain Record Drawings** - The Design Engineer or licensed professional is responsible for obtaining and reviewing available record drawings of existing improvements and shall verify information related to paving and underground utilities within, adjacent to, and associated to the project area.
- Record Drawings may be obtained by emailing engineering@denisontx.gov. Each record drawing request should include the following information at a minimum: Identify the proposed project and project location, provide reason for request, and provide a specific list of plan sets/projects that the request is for. There is no guarantee that the City will be able to fulfill all record drawing requests based on available information. Record drawing information should be field verified as necessary.
- Additional record drawings may need to be obtained from other agencies (TxDOT, Grayson County, etc.) or franchise utility companies.
- 3. Obtain and Review Design Manuals and Ordinances** - The Design Engineer is responsible for obtaining and reviewing all City of Denison design manuals, ordinances, and related documents as well as all federal, state, and local project specific associated documents.
- [Design Manual and Construction Standards](#)
 - [Code of Ordinances](#)

- [Subdivision Regulations](#)
- [Zoning](#)

4. Obtain Planning Applications - All necessary City of Denison planning applications must be submitted prior to platting, site plan and construction plan review.

Planning applications include, but are not limited to annexations, rezoning requests, general development plans, plats, and site plans. The checklists and applications can be downloaded from the City's [checklists and applications](#) web page.

5. Schedule a Pre-Development Meeting (Required) - Pre-Development meetings are a crucial step in the early stages of a development or construction project. These meetings serve a forum where developers/contractors and appropriate City staff come together to discuss potential projects, provide guidance and clarification on requirements or regulations, and to discuss potential challenges for a particular project.

- Applicants are asked to provide a concept plan for the potential project; however, an Engineer or engineered drawings are not required to schedule a meeting.
- Please complete the form at this [link](#) to fulfill the requirements for scheduling a Pre-Development meeting. If this form and its documents are not received promptly upon booking, the meeting will not be scheduled. The applicant is welcome to provide additional information or documents outside of the required concept plan.
- Pre-Development meetings do not grant approval for the project or any future applications. Pre-Development meetings do not constitute filing of a plan for development, platting, zoning, or any other permit application for the subject property set forth in Tex. Local Gov't Code §245.002(a-1). Review of the project will occur after an acceptable application submittal and payment of said application has been received.
- Please email planning@denisontx.gov if you have any questions or need assistance scheduling the meeting.
- Requests to prepare a Development Agreement or form a Special District (TIRZ, PID, etc.) will be discussed at the pre-development meeting.

SECTION 2 - ANNEXATION PROCESS:

Prior to beginning the annexation process, you must attend a pre-development meeting. See Section 1, Item 5 for more information.

[Jump to the Annexation Process overview flow chart](#)

The City of Denison requires annexation as a condition of extending municipal water, wastewater and/or other utility services to property located outside of the City's full-purpose jurisdiction. Following annexation, available utility services will be provided to the annexed property under the same terms and conditions as for other property located within the City of Denison.

The City's legal team will work with City staff to develop the service plan agreement and annexation calendar. Requests for annexation are considered solely by the City Council, who has full discretion in

granting or denying the Petition. Their decision to grant the petition shall be based, in part, on staff recommendation.

Requesting annexation does not change the City's obligation to provide municipal services in accordance with Chapter 43 of the Texas Local Government Code.

- 1. Read the Local Government Code** – Refer to the State's Local Government Code [Chapter 43. Municipal Annexation](#) for the comprehensive list of requirements. The following information outlines the process for typical projects but is not all-inclusive and does not address unique cases.
- 2. Determine if Subject Property is Contiguous to City Limit and within City ETJ** – By owner petition, the City of Denison may voluntarily annex property that is contiguous to the current city limit and located within the ETJ.
- 3. Submit the Voluntary Annexation Packet** – Download, complete and submit the Voluntary Annexation Request Application Packet from the [Checklists and Applications](#) web page. All checklists and forms must be completed, including all required supplementary information and attachments, and the application fee must be paid prior to staff accepting and reviewing the submittal.
 - Refer to the City's [Planning Fee Schedule](#) for applicable submittal and review fees.

SECTION 3 - ZONING PROCESS:

Prior to submitting a plat or construction plans, you must determine if the land use your project entails is permissible under the current zoning and future land use plan.

[Jump to the Zoning Process overview flow chart](#)

[Jump to the Conditional Use process flow chart](#)

- 1. Read the Zoning Ordinance** - Refer to the City's [zoning ordinance](#) for the comprehensive list of requirements. The following information outlines the process for typical projects but is not all-inclusive and does not address unique cases.
- 2. Determine Zoning Requirements** - Review and refer to the City of Denison [interactive map](#) and [Zoning Use Chart](#) determine the zoning requirements your project must meet. There are several overlay districts that must be taken into account:
 - If necessary, apply for a Conditional Use Permit (CUP) or a Planned Development (PD).
 - The purpose of a CUP is to allow the establishment of uses which may be suitable only in certain locations in a Zoning District or only when subject to standards and conditions that assure compatibility with adjoining uses. Conditional uses are those uses which are generally compatible with the permitted land uses in a given Zoning District, but which require individual review of their location, design and configuration and the imposition of conditions in order to ensure the appropriateness of the use at a particular location within a given Zoning District.
 - The purpose of a Planned Development Zoning District ("PD District") is to provide for the development of land as an integral unit for single or mixed use in accordance with a PD concept plan that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD Districts are also intended to encourage flexible and creative planning, to ensure the compatibility of land uses, to allow for the adjustment of changing demands to

meet the current needs of the community, and to result in a higher quality development for the community than would result from the use of conventional zoning districts. PD requests will be reviewed with respect to the Future Land Use Plan and Comprehensive Plan.

- 3. Prepare Zoning Submittals** - Any deviations from the current zoning will require public notice and taking the project to a [Planning and Zoning Commission](#) or [Zoning Board of Adjustments](#) meeting. In addition, overlay districts require Planning and Zoning Commission approval. This will affect the project's timeline.
- Download and complete the applicable checklist(s) and application(s) from the [Zoning Application Packets](#) website.
 - Refer to the [Zoning Submittal Schedule](#) on the City's website for the submittal deadlines and review timelines.
 - Refer to the City's [Planning Fee Schedule](#) for applicable submittal and review fees.

SECTION 4 - PLATTING PROCESS:

Prior to submitting a plat or construction plans, you must determine if the land that you propose to develop has been platted or not.

[Jump to the Preliminary Plat Approval Procedure overview flow chart](#)

[Jump to the Plat Approval Procedure overview flow chart](#)

Typical Process - For commercial projects and residential subdivisions, the following is an example of the typical platting process:

Schedule a pre-development meeting (see Section 1.5 of this document).

Submit the Preliminary Plat and preliminary supporting documentation.

Submit the Final Plat after the civil construction plans have been approved.

Submit the 911 Address Plat after the Final Plat has been conditionally approved.

1. Determine if the property has been platted and surveyed.

If the property has not been platted, a survey and plat will be required. If the property had been platted, a replat may still be required depending on what the proposed project entails. See the platting submittals section below for additional information.

2. Verify Available Utilities – Verify the utilities that are available to the property and who serves them.

- Contact each utility provider and obtain a will-serve letter.
 - a. Contact engineering@denisontx.gov to verify City of Denison water/sewer utilities.
 - b. If the City of Denison will not provide water/sewer utilities, determine who the appropriate special utility district provider is and contact them to coordinate service. A Certificate of Convenience and Necessity (CCN) grants a CCN holder the exclusive right to provide retail water or sewer utility service to an identified geographic area. Use the Texas Public Utility Commission [Water and Sewer CCN viewer](#) for more information.

- c. Contact [Oncor](#) to determine access to electricity.
 - d. Contact [Atmos](#) to determine access to natural gas service.
 - e. Determine access to telecom services.
 - Determine whether offsite utility extensions will be required to serve the property.
 - Determine whether utility easements will be required for the property. These easements, if required, must be shown on the plat.
- 3. Prepare Platting Submittals (if necessary)** - If platting or re-platting is necessary, fill out the appropriate [Plat application](#) and follow the checklist for required documents. Use the following list to help determine which Plat application is appropriate for your needs:
- **Amending Plat** is used to correct errors or move or delete internal non-residential lot lines.
 - **Conveyance Plat** is used to legally convey property that has not previously been platted. Lots can be subdivided with a minimum lot size of 5 acres, but all lots must have frontage on a public street.
 - **Minor Plat** can be used to subdivide into 4 or fewer lots of record, if all new lots have frontage on an existing street and access to infrastructure.
 - **Master Plat** is required to subdivide into 25 or more lots and will account for development of public infrastructure.
 - **Preliminary Plat** is used as the initial plat to account for applicable regulations and placement of public infrastructure.
 - **Re-plat** is used to override a plat that was previously done if lines or use has changed.
 - **Final Plat** is used to assure that the division or development of the land subject to the plat is consistent with all standards of the subdivision regulations and all other city ordinances pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been installed and accepted by the city or that provision for such installation has been made, and that all other requirements and conditions have been satisfied or provided for to allow the plat to be recorded.
 - **911 Addressing Plat** is used to assign the physical address of the property and structure that is used for public safety and emergency services response.
 - Reference the City's [subdivision regulations](#) for more information on plats.

Note: All plat submittals shall be submitted by emailing planning@denisontx.gov.

- Refer to the [Development Submittal Schedule](#) on the City's website for the submittal deadlines and review timelines.
 - Refer to the City's [Planning Fee Schedule](#) for applicable submittal and review fees.
- 4. Submit Preliminary Plat –**
- The preliminary civil construction plans, tree survey and preservation plan, drainage studies and traffic impact analysis must be submitted concurrently.

- The preliminary civil plans must include a preliminary site plan (except for single-family residential projects), preliminary paving, preliminary water, preliminary sanitary sewer, and preliminary drainage/stormwater design.
- Upstream/Downstream Assessment (if applicable) - Required if onsite stormwater detention is not proposed or if the contributing watershed at the outfall of the site is greater than 50 acres.
- Flood study (if applicable) - Required if the contributing watershed to a natural channel adjacent to the site is greater than 50 acres, floodplain reclamation is proposed, or if requested by the Director of Public Works or their designee.
- Traffic Impact Analysis (TIA) for non-residential uses, other uses generating 1,000 daily trips or more per ITE criteria, and if requested.
- The Preliminary Plat requires Planning and Zoning Approval.
- Expiration and extension of preliminary plats – See Section 22-26 of the Denison Code of Ordinances for expiration and extension procedures.

5. Submit the Final Plat (or other Plat as applicable) –

- The tree preservation plan is required and must be submitted concurrently.
- The Final Plat is administratively approved by City of Denison staff.
- The Final Plat shall not be filed until the public infrastructure is accepted by the City staff.

6. Submit the 911 Address Plat –

- Once the final plat is conditionally approved, the 911 Address Application may be submitted.
- Submit the [911 Address Application](#).

SECTION 5 - SITE PLAN PROCESS:

The Site Plan should be submitted with the civil construction plans or with the Final Plat submittal. The site plan flow chart gives an overview of the process.

[Jump to the Site Plan Approval Procedure overview flow chart](#)

1. The following are a list of requirements and additional information for the Site Plan submittal:
 - a. Refer to the [Site Plan Checklist and Application](#) for detailed requirements for the Site Plan.
 - b. Include all required elements for the Site Plan to be deemed administratively complete.
 - c. The following supplementary documents may be required:
 - Concept plan and preliminary plat approval
 - Civil engineering plans
 - Traffic impact analysis
 - Landscape and irrigation plans

- Tree Preservation plan
 - Façade Plans
 - Other approvals as required by ordinance
- d. The Site Plan and supplementary documents will be evaluated by various City departments and staff will return comments as they are completed.
 - e. Once all staff comments have been addressed, “Clean Plans” can be submitted for approval by the Planning and Zoning Commission.
2. Refer to the [Development Submittal Schedule](#) on the City’s website for the submittal deadlines and review timelines.
 3. Refer to the City’s [Planning Fee Schedule](#) for applicable submittal and review fees.

SECTION 6 - CIVIL CONSTRUCTION PLAN SUBMITTAL AND REVIEW PROCESS:

Construction of all public infrastructure, including utility main extensions, street construction, public sidewalk construction, etc., is required to be designed by a Professional Engineer. Prior to construction, construction plans for public infrastructure must be submitted to the City for review and approval. Review the civil construction flow chart for an overview of the process.

[Jump to the Civil Construction Process overview flow chart](#)

Note: All construction plan submittals shall be submitted via email to: engineering@denisontx.gov.

Timeline: Civil Construction Plans should be submitted after the Preliminary Plat has been approved. Civil construction plan review times will vary based on the complexity of the project and the quality of the submittal.

Refer to the City’s [Plan Review and Inspections Fees](#) section on the Engineering website for applicable submittal review fees.

1. **Civil Engineering Submittal Contents** - All civil engineering plans and related reports/studies submitted for review and approval must be prepared under the direct supervision of a licensed Professional Engineer registered in the State of Texas and shall bear the preliminary seal of the Engineer of Record.
 - a. Engineering submittals should include the following when applicable:
 - [Engineering Submittal Form](#)
 - Engineered Civil Construction Drawings:
 - Design shall be in accordance with the following:
 - [Public Works Design Manual](#)
 - [City of Denison Standard Details](#)
 - [iSWM Criteria Manual for Site Development and Construction](#)
 - Upstream/Downstream Assessment (if applicable):

- Required if onsite stormwater detention is not proposed or if the contributing watershed at the outfall of the site is greater than 50 acres.
- Flood study (if applicable):
 - Required if the contributing watershed to a natural channel adjacent to the site is greater than 50 acres, floodplain reclamation is proposed, or if requested by the Director of Public Works or their designee.
- Traffic Impact Analysis (TIA) for non-residential uses, other uses generating 1,000 daily trips or more per ITE criteria, and if requested.
- Geotechnical Report
- Draft Plat (Final or Minor as applicable)
- Plan Review and Inspections Deposit
- Easements by Separate Instrument (if applicable)
- Project Master Plan (if applicable):
 - Projects that are a part of a large or phased development should include a Project Master Plan showing the anticipated project phasing that includes the lot counts, public infrastructure, and easement/right-of-way dedication proposed with each phase. In addition, the Master Plan must show how the project will tie into existing and future public facilities, including utilities, roadways, and drainage.
- All subsequent plan submittals must include a comment response letter.
- b. All plans shall include site specific civil sheets (reference [Public Works Design Manual](#) for requirements for roadway, stormwater, water, and wastewater design) in addition to the following mandatory sheets and documentation:
 - Cover Sheet
 - [City of Denison General Notes](#) – current version
 - Plat (recorded or pending version)
 - Approved Tree Survey & Tree Preservation Plans (if any trees onsite)
 - Site Plan (except for single-family detached projects)
 - Site-Specific Traffic Control Plan
 - Erosion Control Plan
 - [City of Denison Standard Construction Details](#)
- c. If your project is adjacent to or utilizes TXDOT right-of-way, drainage, or other facilities, the City will submit your plans to the Paris District Office for review and approval. The City of Denison is the permitting authority for driveways and connections to TXDOT thoroughfares.
- d. The Public Works Director or their designee shall make the final decision regarding all construction materials, methods, and procedures specified in construction plans. Reference to

any other documents contained in the project specifications shall be made to the latest edition of such documents and shall include the referenced specification in its entirety.

- e. Every attempt by the Design Engineer shall be made to ensure that all civil engineering plans are complete and comprehensible. Clean and concise plans are necessary for an efficient review, and to minimize confusion during construction.

2. Initial Plan Submittal – A complete set of all the civil engineering plans shall be submitted to Engineering for review and approval via email to engineering@denisontx.gov.

- The initial submittal shall include a completed and signed [Engineering Review Submittal Form](#).
- Each submittal shall be checked for completeness. Plans not meeting the above requirements will be returned without a review and considered “Incomplete”

3. Additional Submittal Requirements –

- If there are studies or reports associated with the proposed development, please submit the study and/or report completed in support of the project via email to engineering@denisontx.gov. These include, but are not limited to: Traffic Impact Analyses, Flood Studies, Utility Studies, etc.
- Drainage study submittals must include the digital copies of hydrologic and hydraulic models (i.e. HEC-HMS files, etc.). These files may be emailed with the submittal in a compressed zip folder. If the file size is very large and cannot be submitted via email, please deliver a flash drive to Engineering located on the second floor at 300 W Main Street, Denison, TX 75020.
- Note that if civil plans are submitted for review prior to site plan/plat approval, changes to the plans may be required as a result of site plan/plat approval conditions. If a site plan/plat has not been conditionally approved by Staff, we reserve the right to stop the review of civil plans until that has occurred.

4. Easements by Separate Instrument – Easements shall be dedicated by platting. If not possible or if offsite easements are required, then easements may be dedicated by separate instrument. All easements by separate instrument as necessary for the completion of all improvements shown in the construction drawings must be submitted to the City for review prior to filing at the County. All easements must be executed prior to the release of a construction permit.

5. Civil Engineering Plan Review & Resubmittals - The City of Denison Engineering staff will review plans on a first in, first out basis. Initial review times will typically take up to 15 business days. Depending on the complexity of project and/or caseloads, additional time may be needed for review. Applicant will typically be notified electronically via email when review is complete.

Subsequent submittals shall include a complete set of civil engineering plans and any additional documentation as requested in the initial review. Provide written responses and/or explanations to any comments that need further clarification or are unable to be addressed. This shall be done via a formal letter submitted with the construction drawings. Communication with the City Engineering staff via email is encouraged to help provide clarifications and address any questions throughout the review process.

If a meeting is deemed necessary, contact Engineering via email at engineering@denisontx.gov, to schedule a meeting. When requesting a meeting, an agenda must be included with specific questions so City staff can prepare for a productive and efficient meeting.

6. **Civil Engineering Plan Approval** - Once all City staff comments have been appropriately addressed and the plans are deemed complete, City staff will email a formal letter of approval to the applicant.

SECTION 7 - PRE-CONSTRUCTION PROCESS:

1. **Pre-Construction Meeting Scheduling** - Once civil plans are approved and all necessary permits have been issued, a Pre-Construction meeting must take place.
 - a. The following parties must be present at the meeting: project owner or owner's representative, design engineer, contractors, and City staff.
 - b. To schedule the Pre-Construction meeting, the Developer/Owner shall contact Engineering by emailing engineering@denisontx.gov. Once a date has been set, the Developer is responsible for contacting all their contractors and consultants to inform them of the meeting time and location.
 - c. The Developer Owner is responsible for making enough copies of the approved Civil Construction Plans for all necessary contractors, sub-contractors, construction staking surveyors and private consultants whom the Developer/Owner deems essential to have a copy. In addition, the Developer/Owner must provide 1 full-size plan set, 2 half-size plan sets, and an electronic copy of the final conformance plans that include all applicable released for construction stamps on the signed and sealed plans.
2. **Pay All Fees** - All required plan review and inspection fees shall be due prior to the Pre-Construction meeting. Payment may then be made using the [online portal](#) for permits, and over the phone at 903-465-2720 or in-person at 300 W. Main Street, Denison, Texas if paying by check or credit card.
3. **Submit Storm Water Pollution Prevention Plan** - The Owner is responsible for the preparation of the storm water pollution prevention plan (SWPPP) per federal, state and City of Denison guidelines.
 - a. For projects 1 acre or larger, a SWPPP is required.
 - b. Projects between 1 and 5 acres require a SWPPP and a Small Construction Site Notice.
 - c. Project over 5 acres require a SWPPP, Large Construction Site Notice, and a filed Notice of Intent (N.O.I.), along with a Notice of Termination (N.O.T.) at the project completion.
 - d. Documents must be provided to the City of Denison's Engineering Department via email to engineering@denisontx.gov.
4. **Submittal Review** – All material submittals and shop drawings must be submitted, reviewed, and approved prior to issuing the Notice to Proceed.
5. **Notice to Proceed** - A Notice to Proceed with Construction will be issued when all necessary plans and information has been submitted and approved. The project contractor will coordinate construction inspections and testing will be coordinated with the assigned civil construction inspector.

SECTION 8 - CIVIL ENGINEERING CONSTRUCTION PROCESS:

1. **Onsite during Construction** - Each contractor or subcontractor must possess a copy of the stamped approved Released for Construction plan set at the project site. At least one (1) copy of

the SWPPP, Construction Site Notice, NOI, and TxDOT Permits as applicable, shall be onsite at all times.

- 2. Construction Materials Testing** – The Developer is responsible for hiring their own Construction Materials Testing (CMT) company. All testing shall be per the approved Conformance Plans, City Ordinances, and the City of Denison Public Works Design Manual. All test results and reports shall be provided to the project inspector and City of Denison’s Engineering Department via email to engineering@denisontx.gov. In the event that the Developer is not able to obtain a CMT testing firm, the City will hire a CMT company and send the Developer an invoice for all CMT services and City staff coordination time.
- 3. Revisions during Construction** - All changes to plans and specifications must be routed through the City of Denison Engineering Department. The Design Engineer shall provide a sealed drawing of the requested change for review along with an explanation of what changes were made. The revised plan sheet(s) must include revision clouds and a note on the border of the plan that summarizes the changes. Work may not commence on the proposed revisions until the City Engineering Department has approved the revision, with the exception of emergency situations.
- 4. As-Built Drawings** – The Developer (via contractors and design engineers) is responsible for maintaining a copy of the as-built construction plans with all known changes to the released for construction plans clearly noted. The design engineer will use the as-builts to prepare record drawings that will be required for final acceptance.

SECTION 9 – POST-CONSTRUCTION AND FINAL PROJECT ACCEPTANCE:

- 1. Punch List Inspection Scheduling** - When project paving, grading, wet and dry utilities (including franchise) and all other public infrastructure have been installed and are 95% complete, the Developer or representative will schedule a Punch List Inspection of the site with the City Civil Inspector to review the project completion status and discuss final acceptance requirements. This meeting is a mandatory requirement for final project acceptance.

The Developer must provide sufficient notice when requesting the walk-through date and is responsible for contacting all relevant non-city personnel.

- 2. Preliminary Record Drawing Preparation** – At least 2 days before the scheduled Punch List walk-through, the Design Engineer shall submit one set of preliminary record drawings to the City Construction Inspector in PDF format. The record drawing set shall include any field changes and show actual built conditions. The City Construction Inspector shall review this set for accuracy and use it during the Punch List Inspection. The preliminary record drawings prepared by the contractor and design engineer will be used at the Punch List Inspection to verify all public improvements.
- 3. Punch List Inspection** – The site must be clean and accessible to inspections and the preliminary records drawings must have been submitted in advance. If inspectors arrive for the scheduled walk-through and the site is not ready, the required contractors do not attend, or preliminary record drawings are not provided ahead of time, the inspection will be cancelled and may be subject to a re-inspection fee.

Upon completion of the Punch List Inspection, the City Construction Inspector will issue the punch list to the Developer and/or Construction Manager/Contractor within 3 business days. The City Construction Inspector will verify that the punch list items are complete before recommending final project acceptance.

Upon completion of the punch list, the Developer or Construction Manager/Contractor will schedule a Final Inspection with the City Construction Inspector. The City Construction Inspector will verify completion of all public improvements as identified in the approved plans including the completion of all punch list items.

4. Final Project Acceptance –

The Developer must provide the following documentation to the City prior to Final Acceptance.

- Final record drawings in PDF format
- Final record drawings in GIS (.shp) format:
 - If GIS shapefiles are not able to be provided a CAD file (dwg) including projection and scale facto may be accepted.
- Two-Year Maintenance Bond (bond date begins at final acceptance)
- Complete Inventory List
- Affidavit of All Bills Paid

A letter of Acceptance will be issued when the project is complete and all required items have been submitted, reviewed, and approved.

The final acceptance letter will be forwarded to the Planning Department who may file the Final Plat if all other plat filing requirements are met.

5. Two-Year Maintenance Period Punch List Inspection - All public infrastructure requires a two-year maintenance bond. The City of Denison will do an inspection and may request contractor attendance on a maintenance punch-list walk at 18-months after Final Project Acceptance to develop a punch list of maintenance items that must be addressed prior to the maintenance period expiring.

- The Developer may schedule the punch list walk by emailing the City of Denison's Engineering Department at engineering@denisontx.gov
- The Developer must provide sufficient notice when requesting the walk-through date and is responsible for contacting all relevant non-city personnel.
- An additional final walk will be scheduled for two months prior to the end of the maintenance bond to verify that the maintenance bond punch list items have been addressed. The contractor may be required to attend.

SECTION 10 – BUILDING PERMITS:

The City of Denison Building Department is responsible for overseeing and regulating all aspects of construction and renovation projects to ensure the safety and welfare of the public. Some of the key duties and responsibilities include:

1. Reviewing building plans and issuing permits for construction projects.
2. Conducting inspections at various stages of construction to ensure compliance with building codes and standards.

3. Maintaining records of permits, inspections, and other building-related information.
4. Providing guidance and information to contractors, architects, and homeowners regarding building codes and regulations.
5. Collaborating with other city departments and agencies to ensure coordination and compliance with relevant codes and policies.

Overall, the building department plays a crucial role in maintaining safe and sustainable communities by regulating and overseeing construction and renovation projects.

Permits are required when building, remodeling, or enlarging a building. Permits are also required for other improvements to your property. Permits are not required when replacing fixtures on existing wiring or plumbing. For a comprehensive list of what projects require permitting, please reference the [Permit Information](#) page on the City of Denison website.

The standard permits required for construction of public improvements are as follows:

1. **City of Denison Permits** - You must apply for all permits through our online portal that can be accessed from the [Online Permitting and Registration](#) website.

The City of Denison utilizes an online portal. All registrations come with an activation letter which is required to set up your online account for the first time. If you have lost your activation letter, please email permits@denisontx.gov requesting your activation letter.

The online portal allows registered contractors to:

- Submit Permit Applications
- Register as a contractor
- Request Inspections
- View Inspection results/notes
- Check the status of a permit or registration
- Pay fees
- Search for Contractors
- Application / Permit Lookup
- Estimate Permit Fees
- Request Inspections
- Cancel Inspections (prior to the inspector arriving)

Please note that Inspections requested before 3:30 PM will be done the next business day, and inspections request after 3:30 PM will be done the business day after next.

Inspection Request Line:

- Inspection requests can be requested from within the online portal by clicking “Request Inspection” at any time.

Fire Inspection Request:

- Inspection requests can be requested within the online portal by clicking “Request Inspection” at any time.
- Questions can be emailed to firemarshal@denisontx.gov at any time.

Public Works Permits

- Driveway approach, lane closure, pavement cut, right-of-way use, and other permits are required if your development or the construction of your development calls for them. Visit [Public Works Permits](#) or reach out to engineering@denisontx.gov for more information.
- Inspection requests can be requested within the online portal by clicking “Request Inspection” at any time.
- Questions can be emailed to engineering@denisontx.gov at any time.

- 2. Building Department Fees** – A list of the most common fees can be found on the [Permit Fees](#) page on the City of Denison website. The online permitting system may also be used to estimate permit fees.
- 3. Building Department Standard Operating Procedures** - The guidance page linked below has been prepared to assist the builder, designer, and field supervisor. Builders are encouraged to share the content of this guideline with their administrative staff, architects, engineers, subcontractors, and material suppliers.

<https://www.denisontx.gov/building/page/standard-operating-procedures-sops>

Once Building Inspections gets all department approvals for commercial projects, the Developer/Owner may apply for a Certificate of Occupancy. Refer to the [Certificate of Occupancy](#) section of the Permit Information page on the City of Denison website for more information and to access the Application.

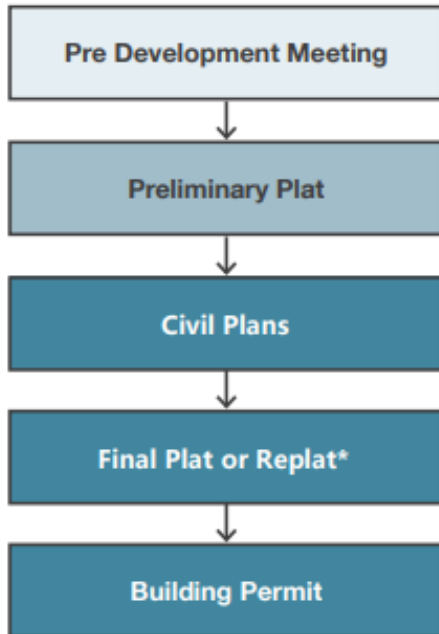
APPENDICES

APPENDIX “A”

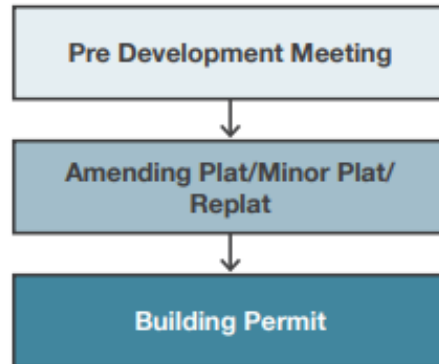
PLANNING PROCESS FLOW CHARTS

Residential Development Process

Projects with more than four lots or any project where public improvements are required



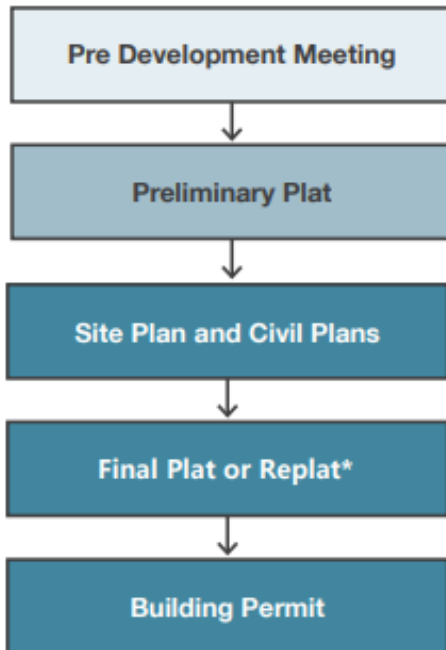
Projects with four lots or less and where no public improvements are required



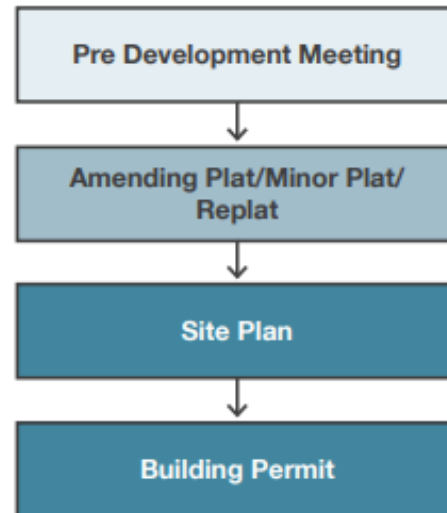
*Plats for projects requiring civil construction will be filed after civil construction acceptance.

Non-Residential Development Process

Projects with more than four lots or any project where public improvements are required

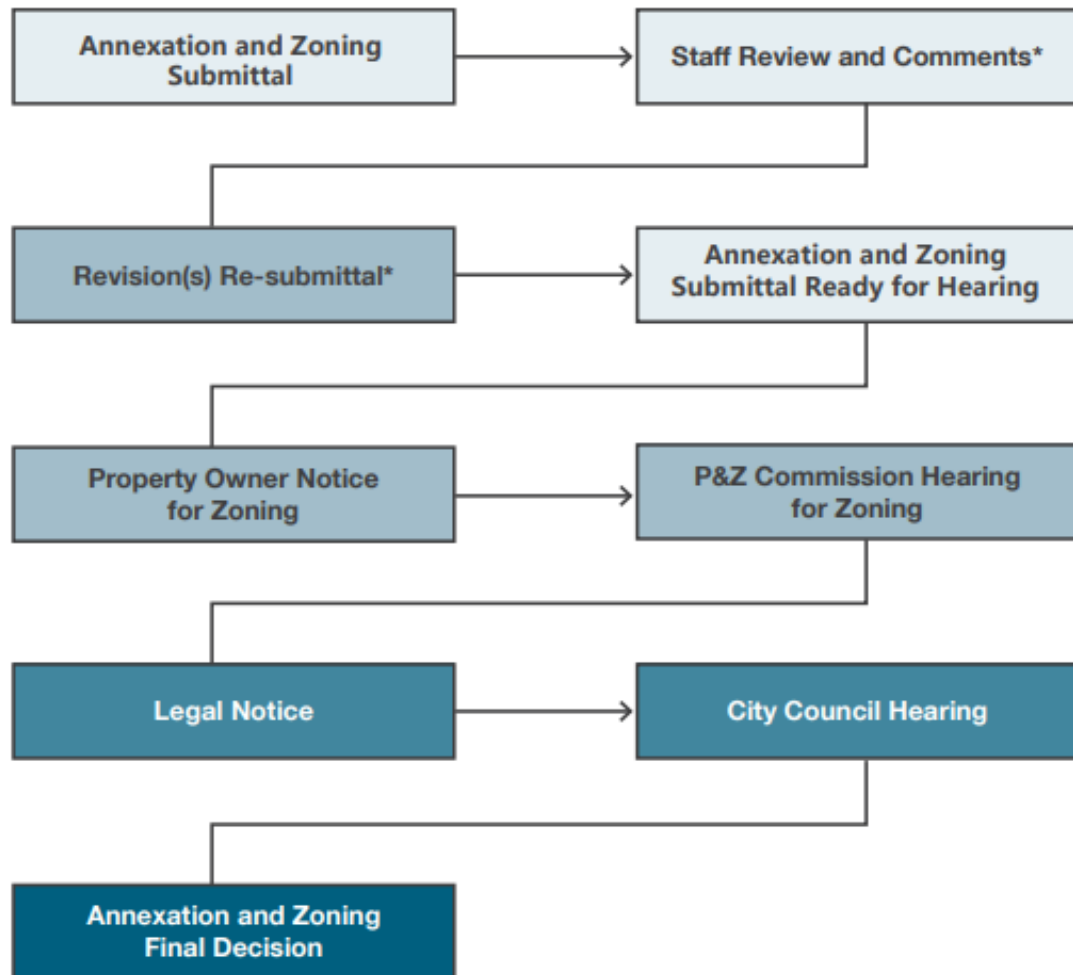


Projects with four lots or less and where no public improvements are required



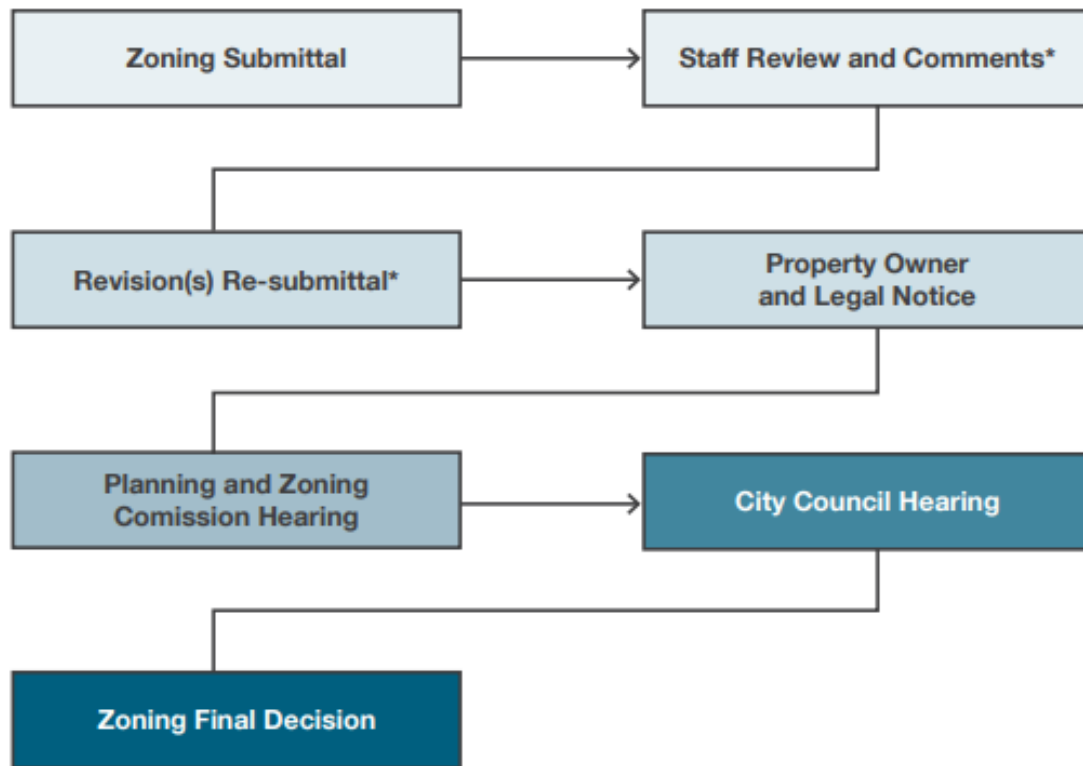
*Plats for projects requiring civil construction will be filed after civil construction acceptance.

Annexation Approval Process



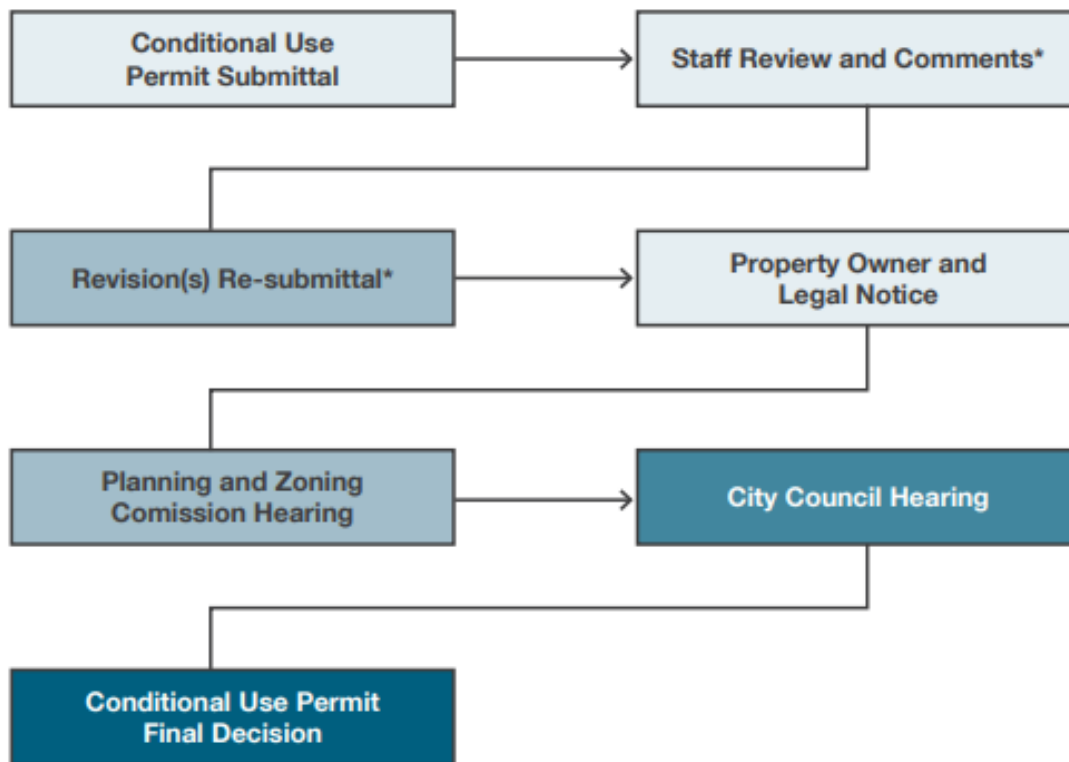
*These steps will repeat until all comments from Staff have been addressed

Zoning Approval Procedure



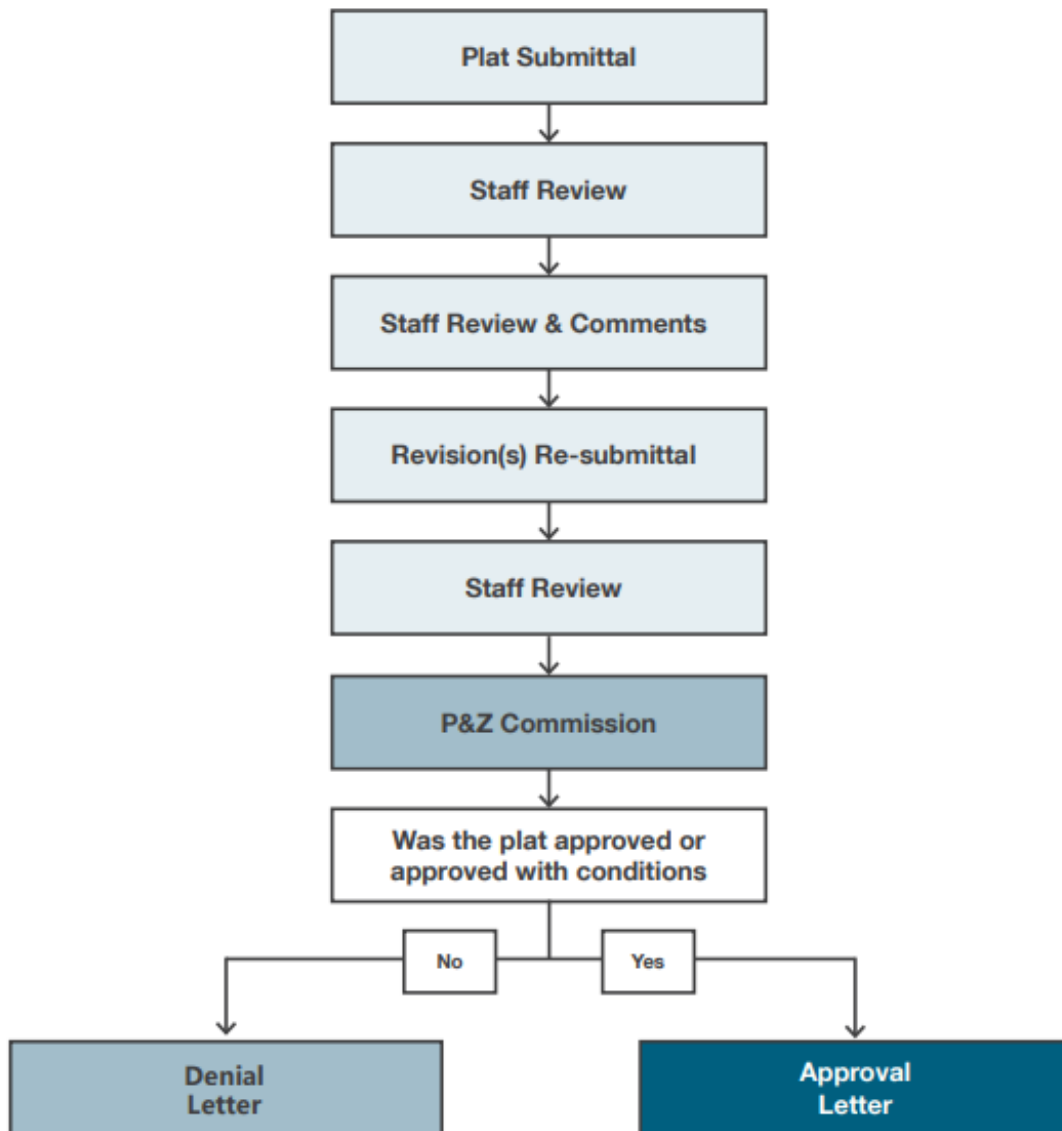
*These steps will repeat until all comments from Staff have been addressed

Conditional Use Permit Approval Procedure



*These steps will repeat until all comments from Staff have been addressed

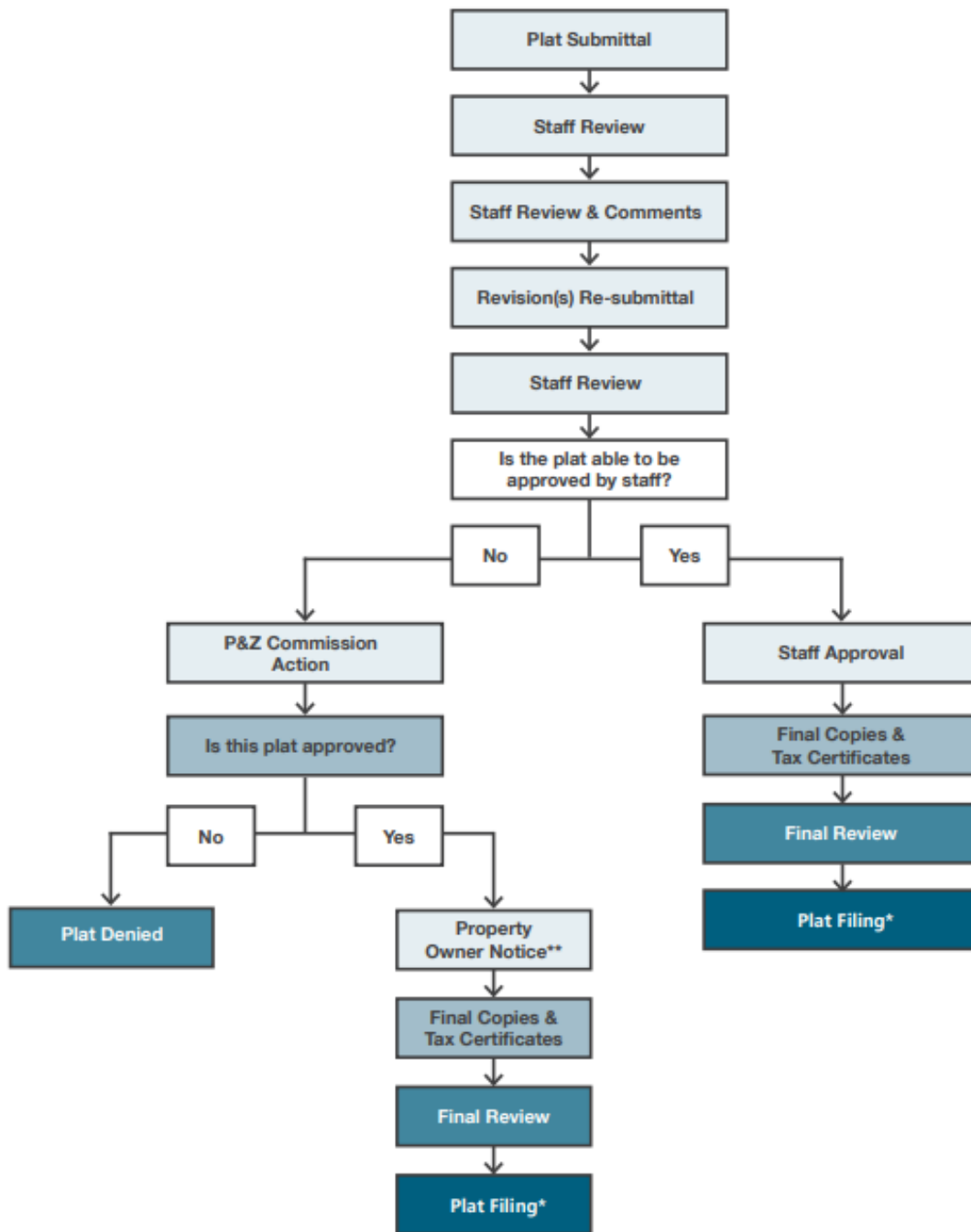
Plat (preliminary) approval procedure



*Plats for projects requiring civil construction will be filed after civil construction acceptance.

**Required for certain residential plats/replats only.

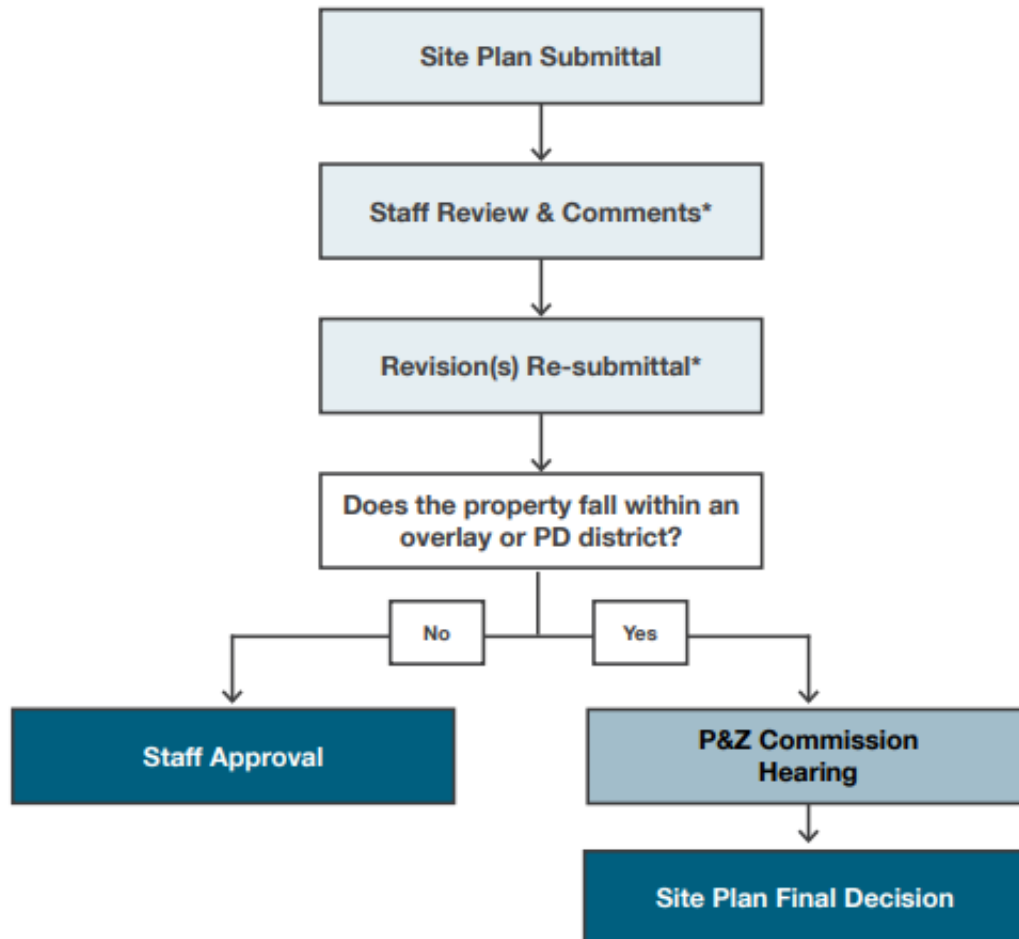
Plat (amending, conveyance, minor, master, replat, final) approval procedure



*Plats for projects requiring civil construction will be filed after civil construction acceptance.

**Required for certain residential plats/replats only.

Site Plan approval procedure



*These steps will repeat until all Staff comments have been addressed.

APPENDIX “B”

CIVIL CONSTRUCTION PROCESS FLOW CHART

Civil Construction Process

