THE CITY OF EULESS

Development Review Flowchart

Development Approval

STEP 1

Get Started Right!
From applications to zoning, learn how our development services processes works.

Goal: Make sure your development idea is feasible.

Have a Pre-Submittal Meeting with Development Services Group
You may meet with Staff to review your proposal although it is not required.

We'll help you prepare your formal development submittal and provide feedback prior to a formal submittal.

Our Staff will collaborate with you to discuss constraints & opportunities resulting in identifying potential critical issues.

Goal: Expose any fatal flaws early on and provide direction.

STEP 2

Submit Application
You submit an application including:
- application
- plans
- other documents
- fees

to the Development Services Group. Your plans are reviewed by City departments and any required outside agencies.

Goal: Get your proposal ready for public meeting.

STEP 3

Development Services Group Review
Staff distributes applications and meets to discuss their comments. Usually held on Tuesday afternoons, you are welcome to attend this meeting.

Each review takes at least 1 week

Make Revisions
You revise your project to address comments from DSG review. Go back to Step 2 and submit revisions. Once DSG certifies the application is ready, proceed to the next step.

STEP 4

Present at a Public Meeting
Site Plans, Zoning Change, Specific Use Permits, and Planned Developments require action from the Planning and Zoning Commission and City Council.

Preliminary Plats require action from the Planning and Zoning Commission.

Variances require action from the Zoning Board of Adjustment.

Once you get approval proceed to the next step.

STEP 5

Submit Application
You submit:
- application
- plans
- other documents
- review fees

Public improvement engineering plans are submitted to the Engineering Department.

Building plans are submitted to the Building Inspections Division.

STEP 6

Submit Final Plat
You now submit a final plat or replat application to include:
- application
- plans
- other documents
- fees

to the DSC. Your plats are reviewed by City Departments. The final plats require the submittal of a Letter of Acceptable Public Improvements before approval.

Goal: Get your proposal ready for recording.

STEP 7

Development Services Group Review
Staff distributes applications and meets to discuss their comments.

Each review takes at least 1 week

Make Revisions
You revise your project to address comments from DSG review. Go back to Step 6 and submit revisions. Once DSG certifies the application is ready, proceed to the next step.

STEP 8

Present at a Public Meeting
Final plats and replats are approved by the Planning and Zoning Commission.

Record Final Mylars
You submit mylars with completed owner certifications. Staff collects City signatures and records mylars with Tarrant County.

Building Permits

STEP 1

Plan Review
Your plans are reviewed by City departments. We will need at least 2 weeks minimum for review.

Clearing and Grading
Submit plans to the Engineering Department to proceed with grading work.

STEP 2

Get Public Improvements Inspected
All public improvements associated with the development are inspected by the Engineering Department. These include streets, utilities, sidewalks, parking areas, and Emergency Access Easements. A Letter of Acceptable Public Improvements is provided to you.

STEP 3

Receive Building Permit
Go to Planning and Development Department and pay full permit fees based on valuation of work.

STEP 4

Schedule Building Inspections
Schedule building inspector from the Planning and Development Department to check water, sewer, electrical, structural and foundation work as needed.

STEP 5

Receive Certificate of Occupancy
Make application and schedule time with building inspector and fire inspector for final walk-through.