

PRE-DEVELOPMENT MEETING CHECKLIST

Purpose of the Pre-Development Meeting

- Help applicants become familiar with City policies, plans, and development requirements.
- Review and discuss the general characteristics of the site and proposed project.
- Coordinate the necessary applications, permits, and procedures.

Important: Advisory Meeting Only

Pre-Development Meetings are not intended to provide every detail associated with the development process. They are intended to serve as a tool for exchanging information between City staff and the applicant. Information provided during a Pre-Development Meeting is for informational purposes only and does not constitute formal approval. Formal review occurs after complete applications and required documents are submitted through OpenGov. All projects are subject to the [Unified Development Ordinance](#), [Municipal Code of Ordinances](#), City of Ennis [Infrastructure Design Standards](#), adopted building codes, adopted fire codes, and any other adopted plans or standards of the City of Ennis.

Applicants Should Bring or Submit

- Property address or location map
- Conceptual site plan
- Description of proposed use
- Known ownership information
- Questions for City staff
- Known utility, drainage, traffic, access, or floodplain concerns

Planning

☐ Annexation

- Is the property located inside the [City limits](#)?
- Does the property have a non-development agreement, non-annexation agreement, or other agreement in place?
- If annexation is required, submit an [Annexation application](#) and all supporting documents through OpenGov.

☐ Zoning / Future Land Use

- Is the proposed land use [permitted by right](#) under the [current zoning](#) of the property?
- Does the proposed land use require a Specific Use Permit (SUP)?
- Is the request consistent with the Future Land Use Plan?
- If rezoning is requested:
 1. Submit a [Zoning Change application](#) and supporting documents through OpenGov.
- Staff will review the submittal for completeness, collect fees through OpenGov, assign hearing dates, prepare public hearing notices and mailings as required by Chapter 211 of the Texas Local Government Code, and schedule the request for Planning & Zoning Commission and City Commission consideration.

PRE-DEVELOPMENT MEETING CHECKLIST

- The Planning & Zoning Commission conducts a public hearing and makes a recommendation to the City Commission.
 1. The City Commission conducts a public hearing and takes final action.
 2. Rezoning becomes effective by City ordinance. ([UDO, Sec. 3.3.1](#))

☐ Specific Use Permit (SUP)

- If an SUP is requested:
 1. Submit a [Specific Use Permit application](#) and supporting documents through OpenGov.
 2. Staff will review the submittal for completeness, collect fees through OpenGov, assign hearing dates, prepare public hearing notices and mailings as required by Chapter 211 of the Texas Local Government Code, and schedule the request for Planning & Zoning Commission and City Commission consideration.
 3. The Planning & Zoning Commission conducts a public hearing and makes a recommendation to the City Commission.
 4. The City Commission conducts a public hearing and takes final action.
 5. An SUP becomes effective by City ordinance. (Ref. [UDO, Sec. 3.3.3](#))

☐ Platting

- Is the property platted?
- If the property is not currently platted, a Preliminary Plat and Final Plat must be submitted and approved by the Planning & Zoning Commission, unless otherwise allowed by the UDO.
- If the property is currently platted, a Replat may be required to combine lots or reconfigure lot lines.
- Plat types include Preliminary Plat ([UDO, Sec. 3.3.12](#)), Final Plat ([UDO, Sec. 3.3.13](#)), Minor Plat ([UDO, Sec. 3.3.14](#)), Replat ([UDO, Sec. 3.3.15](#)), Amending Plat ([UDO, Sec. 3.3.16](#)), and Plat Vacation ([UDO, Sec. 3.3.17](#)).
- If a plat is needed, submit a [Plat application](#) and supporting documents through OpenGov.
- Some plats may be approved administratively by City staff. Others are approved by the Planning & Zoning Commission, including Preliminary Plats, Final Plats, and some Replats. Refer to the applicable UDO section for each plat type.
- The City of Ennis has authority to plat property located only within the City limits. Platting of property located in the City of Ennis extraterritorial jurisdiction (ETJ) is handled by Ellis County pursuant to the 2019 interlocal agreement between the City of Ennis and Ellis County.
- Proposed street names should be reviewed by Planning staff, the Fire Department, the Police Department, and Ellis County 911 Addressing, as applicable, to avoid duplication or confusion.
- Public Works-approved civil plans are required before Final Plat, Minor Plat, or Replat approval, as applicable. All civil plan review applications are submitted through the OpenGov portal under Public Works.

☐ Address Assignments

- All addressing matters must be coordinated directly with the Senior Planner.
- Proposed addresses for residential subdivisions and multi-family developments must be submitted by the design/development team on a copy of the approved Final Plat.
- Use the Ellis County Web Map to reference adjacent address points and align with block numbering across the City.
- The development team must submit all requested addresses in one submittal, including addresses for irrigation meters, additional electric meters, pond pumps, franchise meters, cabinets, pedestals, and other facilities.

☐ Site Plan Review

- Type I Site Plan: The site plan meets all development and design standards specified by the UDO. Approval is by staff. ([UDO, Sec. 3.3.5](#))

PRE-DEVELOPMENT MEETING CHECKLIST

- Type II Site Plan: The site plan deviates from development and design standards specified by the UDO. Review is by the Planning & Zoning Commission, with final approval by the City Commission. ([UDO, Sec. 3.3.6](#))

☐ HOA / POA Requirement

- A property owners' association may be required when a subdivision includes common areas, drainageways, screening walls, private facilities not maintained by the City, or landscaping, sidewalks, or amenities in the public right-of-way that require a license agreement.
- POA documents must be approved during the preliminary plat process and filed of record before the Final Plat is recorded. ([UDO, Sec. 9.3.4](#))

☐ Parking Agreement

- A parking agreement is required when off-premises parking or shared parking is requested to meet parking requirements. ([UDO, Sec. 7.2.7](#))

☐ Development Agreement

- A development agreement is a legally binding contract between the City and a developer. It details the obligations of both parties and the standards and conditions that will govern development of the property, especially public improvements that must ultimately be accepted by the City.
- Standard development agreements executed by the developer and the City are required for all public improvements. ([UDO, Sec. 9.4.1\(9\)](#))

☐ Telecommunications Towers

- Telecommunications towers require a Specific Use Permit (SUP) per the Table of Allowed Uses. Additional use standards apply. ([UDO, Sec. 5.2.5\(4\) & \(6\)](#))

☐ Temporary Concrete Batch Plants

- Temporary concrete batch plants require a Specific Use Permit (SUP). Applications must follow the requirements in [UDO, Sec. 3.3.3](#). An expiration date must be established and enforced by City ordinance.

Notes / Staff Comments / Follow-Up Items

Topic	Notes / Follow-Up	Responsible Party

Public Works

☐ Water

- Confirm whether the property is served by the City of Ennis or located within another Certificate of Convenience and Necessity (CCN).
- All platted lots **must** be connected to a public water system that provides water for health and emergency purposes. The water system must be consistent with the City of Ennis water system plan, adopted city codes and ordinances, and Infrastructure Design Standards. ([UDO, Sec. 9.3.2\(2\)](#))

☐ Sanitary Sewer

PRE-DEVELOPMENT MEETING CHECKLIST

- All platted lots must be connected to a public sanitary sewer collection and treatment system where available. On-site sanitary sewer treatment systems are permitted **only** if no public sanitary sewer is available within 1,000 feet of the property and must meet the City's adopted standards for on-site sanitary sewer. The sanitary sewer system must be consistent with any adopted Wastewater System Model and Master Plan and City Infrastructure Design Standards. ([UDO, Sec. 9.3.2\(3\)](#))

☐ **Drainage & Stormwater Management**

- Adequate drainage and stormwater management are required. ([UDO, Sec. 9.3.2\(4\)](#))

☐ **Street Access**

- All platted lots must have safe and reliable street access for daily use and emergency purposes. All platted lots must have direct access to a paved public street, private street, or approved access easement. Minimum road frontage requirements depend on zoning. ([UDO, Sec. 9.3.2\(1\)](#))
- TxDOT involvement may be required for drive approaches from TxDOT right-of-way, deceleration or acceleration lanes, turn lanes, or any other proposed work in TxDOT right-of-way.

☐ **Floodplain**

- If part or all of the property is located in the floodplain, the applicant must consult with the Floodplain Administrator and City Engineer before proceeding. Temporary construction and fill are not allowed in the floodplain.

☐ **Civil Plan Requirements**

- Preliminary-level civil plans are required for Preliminary Plats.
- Full construction-level civil plans are required for Final Plats, Replats, and Minor plats.

Notes / Staff Comments / Follow-Up Items

Topic	Notes / Follow-Up	Responsible Party

Fire Department

☐ **Common Fire Code Requirements**

- This list applies to most commercial developments; it is not all-inclusive. Each development project, installation, or alteration will be reviewed based on the occupancy classification defined in Chapter 2. The occupancy classification will determine all applicable life-safety systems and code requirements.
- 2021 International Fire Code.
- Most recent applicable NFPA standards and IFC Chapter 80 referenced standards.
- Chapter 1 permits, including a site plan diagram showing buildings and property line setbacks, and interior floor plans.
- Chapter 5 Fire Service Features and Appendix D fire apparatus access road requirements, including premises identification; 24-foot fire lanes, or 26-foot fire lanes where aerial apparatus access is required; a 30-foot inside turning radius; approved apparatus turnarounds for dead-end streets exceeding 150 feet; two entrances for buildings exceeding 62,000 square feet; two

PRE-DEVELOPMENT MEETING CHECKLIST

entrances for buildings exceeding three stories or 30 feet in height; 85,000-pound apparatus weight capacity; Knox Rapid Access emergency key box; and emergency responder radio coverage.

- Chapter 6 building services and systems, including commercial kitchens per occupancy classification and Section 607.
- Chapter 9 fire protection and life-safety systems, including fire sprinkler systems per occupancy classification; remote fire department connection within 75 feet of a fire hydrant, if applicable; fire alarms per occupancy classification; and 5-pound ABC fire extinguishers, tagged and mounted so that travel distance does not exceed 75 feet.
- Chapter 10 means of egress, including illuminated exit signage with emergency lighting, exterior-swing exit doors with panic hardware where required, and exit travel distance in accordance with Table 1017.2.
- Chapter 11 requirements for existing buildings.
- Chapter 12 solar photovoltaic power systems, including required clearances, rapid shutdown device labeling, and electrical installation in accordance with NFPA 70 / NEC.
- Chapter 33 fire safety during construction.
- Chapter 57 fuel storage tanks for flammable and combustible liquids.
- Appendix B fire flow requirements per Table B105.1, but not less than 1,000 GPM.
- Appendix C hydrant spacing and distribution, including hydrant specifications per City of Ennis Infrastructure Design Standards; 300-foot commercial spacing; 500-foot residential spacing; increased spacing where permitted for sprinklered buildings; and blue center-road reflector marking.

Notes / Staff Comments / Follow-Up Items

Topic	Notes / Follow-Up	Responsible Party

Parks & Recreation Department

☐ Parkland Dedication Fee

- Parkland dedication or payment of fees may be required for residential development in accordance with applicable City requirements.

Notes / Staff Comments / Follow-Up Items

Topic	Notes / Follow-Up	Responsible Party

Permitting

☐ Building Codes

- The City of Ennis has adopted the 2021 International Codes, including the International Building Code, International Residential Code, International Fire Code, International Energy Conservation Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Existing Building Code, and International Property Maintenance

PRE-DEVELOPMENT MEETING CHECKLIST

Code, along with applicable local amendments. Refer to [City Code Sec. 5-51](#) for the full list of adopted codes and amendments.

- Local amendments include provisions related to Group M automatic sprinkler requirements and International Energy Conservation Code air leakage compliance inspections, among others.

☐ How to Apply for Construction Permits

- Note: The location of all heavy equipment, temporary work buildings, temporary offices, and tanks must be pre-approved with a site plan before they can be allowed.
- All permits must be applied for through the [OpenGov portal](#).
- General contractor and subcontractor information [must be registered](#) in OpenGov before a permit application can be submitted, including phone number, email address, and business address.
- Building plans must include architectural and engineering drawings stamped by the appropriate design professionals.
- [Basic Building Permit Application \(BBP\)](#): Required for simple remodels, windows, doors, siding, electrical, solar, plumbing, HVAC/mechanical, roofing, foundation work, storage buildings under 400 square feet, flatwork, demolition, and brickwork.
- [Building Permit Application \(BP\)](#): Required for new residential and commercial buildings. A complete set of plans stamped by the appropriate design professionals is required.

☐ Plan Review

- Depending on the size and complexity of the project, the Building Official may require an accredited third-party plan review. If the City performs the review, the review time is up to 14 business days for initial comments.

☐ Grading / Earthwork Prior to Issuance of Building Permit

- Planning & Development may allow grading before issuance of a building permit if Public Works has authorized the work, all SWPPP/erosion control measures are in place and posted, and a portable restroom is on site and secured.
- The location of all heavy equipment, temporary work buildings, temporary offices, and tanks must be pre-approved with a site plan before they can be allowed.

Notes / Staff Comments / Follow-Up Items

Topic	Notes / Follow-Up	Responsible Party

Code Reference Disclaimer

Code references are provided for convenience and are subject to change. Applicants are responsible for complying with all adopted ordinances, codes, standards, and policies in effect at the time of application.