

The purpose of a Pre-Development Meeting is to:

- Become familiar with the policies, plans and development requirements of the City of Ennis, Texas
- To review and discuss the general characteristics of the site and concepts of a proposed project
- To discuss the coordination of all necessary applications, permits and procedures

Pre-Development meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. The objective of the Pre-Development meeting is for the applicant to obtain an understanding of the next steps of the process, be aware of major issues, and understand which ordinances apply. Please note, a Pre-Development meeting is an advisory meeting, not a review meeting. The information provided in a Pre-Development meeting is intended to be for informational purposes only. All projects are subject to the requirements of the Unified Development Ordinance, Municipal Code of Ordinances, City of Ennis Infrastructure Design Standards, adopted building codes and fire codes and any other adopted plans of the City of Ennis.

Planning

Annexation

- Is the property located inside of the City Limits?
- Does property have a non-development agreement in place?

Zoning

- Is the proposed land use permitted by right per the current zoning of the property?
- Does the proposed land use require a Specific Use Permit (SUP)?
- Future Land Use Plan
- If re-zoning is requested:
 - a. Fill out and submit “Zoning Change” application and supporting documents in [OpenGov](#) portal.
 - b. Staff will review for completeness and fees will be collected through [OpenGov](#) portal.
 - c. Planning & Zoning Commission and City Commission hearing dates assigned by Planning staff
 - d. Public hearing notifications and mailings prepared by City Planning staff as required by Chapter 211, TXLGC.
 - e. Planning & Zoning Commission to conduct hearing and review for a recommendation to the City Commission on the approval or disapproval of the request. If the request is disapproved by P&Z Commission, the request still moves forward to City Commission for consideration.
 - f. City Commission to conduct a public hearing for final consideration
 - g. Re-zoning effective by City Ordinance
(Ref. UDO, Sec. 3.3.1)

Specific Use Permit (SUP)

- If SUP is requested:
 - a. Fill out and submit “Specific Use Permit (SUP)” application and supporting documents in [OpenGov](#) portal.
 - b. Staff will review for completeness and fees will be collected through [OpenGov](#) portal.
 - c. Planning & Zoning Commission and City Commission hearing dates assigned by Planning staff
 - d. Public hearing notifications and mailings prepared by City Planning staff as required by Chapter 211, TXLGC.
 - e. Planning & Zoning Commission to conduct hearing and review for a recommendation to the City Commission on the approval or disapproval of the request. If the request is disapproved by P&Z Commission, the request still moves forward to City Commission for consideration.

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- f. City Commission to conduct a public hearing for final consideration
- g. SUP effective by City Ordinance
(Ref. UDO, Sec. 3.3.3)

Platting

- Is the property platted?
- If not currently platted, a Preliminary Plat and a Final Plat must be applied for and approved by Planning and Zoning Commission.
- If currently platted, a replat may be required to combine lots or reconfigure lot lines.
- Types of Plats:
 - 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)
 - Plat Vacation (UDO, Sec. 3.3.17)
- If plat is needed:
 - Fill out and submit “Plat” application and supporting documents in [OpenGov](#) portal.
 - Plat approval: Some plats may be approved administratively by City staff. Others are approved by Planning and Zoning Commission (i.e. Preliminary, Final and some Replats). Reference the individual sections of the UDO listed above for each type of plat for a detailed explanation.
- The City of Ennis has the authority to plat property located only in the City Limits. Platting of property located in the City of Ennis’ Extraterritorial Jurisdiction (ETJ) is handled by Ellis County as detailed in an interlocal agreement in 2019 between the City of Ennis and Ellis County.
- Street names:
- Note: Civil Plans must be submitted to and approved by Public Works prior to the submittal of **any** plat application. All civil plan review applications are made through the [OpenGov](#) portal under “Public Works”.

Address Assignments

All items pertaining to addressing are to be coordinated directly with the Senior Planner.

- Proposed addresses for residential subdivisions and multi-family developments shall be submitted by the design/development team on a copy of the approved final plat.
- Utilize the [Ellis County Web Map](#) to reference adjacent address points and align with block numbering across the City.
- The development/design team is required to submit all addresses needed in one (1) submittal. This includes but is not limited to addresses for: irrigation meters, additional electric meters, pond pumps and any other franchise meters, cabinets or pedestals.

Site Plan (required for commercial and multi-family developments)

- Type I Site Plan submittal – Site plan meets all development and design standards as specified by the Unified Development Ordinance (UDO, Sec. 3.3.5). Approval by staff.
- Type II Site Plan submittal – Site plan deviates from development and design standards as specified by the Unified Development Ordinance (UDO, Sec. 3.3.6). Review by P&Z Commission, Final approval by City Commission.

HOA / POA Requirement

When a subdivision contains common areas, drainage ways, screening walls or other facilities not

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located within the public right-of-way nor subject to city maintenance, or if landscaping, sidewalks, or other amenities are provided within the public right-of-way for which a license agreement is required by the city, a property owners' agreement, as evidenced by the covenants establishing the association, shall be placed on the plat. Such homeowners' agreement (the covenants, conditions and restrictions) shall be approved as part of the preliminary plat process and shall be filed of record prior to recording of the Final Plat. (UDO, Sec. 9.3.4)

- Parking Agreement** (applicable to commercial development when required)
Required when off-premises parking or shared parking is requested to meet parking requirements. (UDO, Sec. 7.2.7)
- Development Agreement**
A developer's agreement or development agreement is a legally binding contract between the City and a developer, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property, especially as it relates to public improvements that will ultimately have to 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**
 - Is there an anticipated need for a telecommunication tower(s) in the proposed development?
 - Telecommunications towers require a Specific Use Permit (SUP) per Table of Allowed Uses (Table 5.1-1). Additional use standards apply to telecommunications towers. Ref. UDO, Sec. 5.2.5 (4) & (6).
- Temporary Concrete Batch Plants**
 - Is there an anticipated need for a temporary concrete batch plant?
 - Temporary concrete batch plants require a Specific Use Permit (SUP). All applications shall follow the requirements listed in UDO, Sec. 3.3.3. An expiration date shall be set and enforceable by City Ordinance.

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Public Works

- Water**
 - Confirm if property is served by City of Ennis or located within another CCN
 - All platted lots shall be connected to a public water system that provides water for health and emergency purposes. The water system shall be consistent with the City of Ennis water system plan and all adopted city codes and ordinances and Infrastructure Design Standards. (UDO, Sec. 9.3.2 (2))
- Sanitary Sewer**
All platted lots shall be connected to a public sanitary sewer collection and treatment system where available. On-site sanitary sewer treatment systems shall only be permitted if no public sanitary sewer is available within 1,000 feet of the property and shall meet the city's adopted standards for on-site sanitary sewer. The sanitary sewer system shall be consistent with any adopted Wastewater System Model and Master Plan and Infrastructure Design Standards of the City of Ennis, as amended. (UDO, Sec. 9.3.2 (3))

Drainage & Stormwater Management

Adequate drainage and stormwater management required. (UDO, Sec. 9.3.2 (4))

Sanitation

The City of Ennis has a franchise agreement with Republic Services. Republic Services must be used for collection and disposal of all commercial solid waste.

Street Access

- All platted lots shall have safe and reliable street access for daily use and emergency purposes. All platted lots shall have direct access to a paved public street, private street, or an approved access easement. (UDO, Sec. 9.3.2 (1)). Minimum road frontage requirements are contingent upon the zoning of the property.
- TxDOT involvement
 - Drive approaches off of TxDOT R.O.W
 - Deceleration/ acceleration lanes, turn lanes
 - Other proposed work in TxDOT R.O.W

Floodplain

If part or all of the property is located in the floodplain, discussions must be had 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 at Preliminary Plat
- Full construction level civil plans at Final Plat

Fire Department

Common Fire Code Requirements

This is a minimum list that applies to most commercial developments, it is NOT all-inclusive. Each development project, installation or alteration will be plan reviewed based on the occupancy classification as defined in Ch. 2. That designated occupancy classification will determine all applicable life safety systems and code requirements.

1. 2021 International Fire Code
2. All most recent applicable NFPA standards & IFC reference Ch. 80.
3. Ch. 1 Permit required
 - a) Site plan diagram with all buildings and property line setbacks
 - b) Interior floor plans
4. Ch. 5 Fire Service Features & Appendix D – Fire apparatus access rd.
 - a) Premises identification
 - b) Fire Lane 24 ft, 26 for aerial apparatus, w/ 30ft inside radius
 - c) 150-foot dead end street requires an approved apparatus turn around
 - i. Figure D103.1
 - ii. Table D103.4
 - a) 2 entrances for building exceeding 62,000 Sq. ft.

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- b) 2 entrances for buildings exceeding 3 Stories or 30 feet in height.
- c) 85,000lbs apparatus weight capacity d) Key Box - Emergency Key Box - Knox Rapid Access System
- e) Emergency responder radio coverage
- 5. Ch. 6 Building services & systems
 - a) Commercial kitchens per occupancy class - Sec. 607
- 6. Ch.9 Fire protection & life safety systems
 - b) Fire sprinkler system per occupancy class - Sec. 903
 - c) Remote FDC w/in 75 foot of a fire hydrant (if applicable)
 - d) Fire alarms per occupancy class - Sec. 907
 - e) Fire Extinguisher – 5 lbs. ABC – tagged and mounted every 75ft of travel distance.
- 7. Ch. 10 Means of egress
 - a) Illuminated exit signage w/ emergency lighting
 - b) Exit doors – Exterior swing with panic hardware
 - c) Exit door travel distance 150 – 200 ft. per table 1017.2
- 8. Ch. 11 Requirements for existing buildings
- 9. Ch. 12 Solar Photovoltaic power systems
 - a) 18 inches are required either side of the lowest roof edge to the ridge.
 - b) 1 rapid shutdown device with approved label per 1205.4.1
 - c) All electrical installed per NFPA 70 / NEC.
- 10. Ch. 33 - Fire Safety during construction
- 11. Ch. 57 - Fuel storage tanks – Flammable & combustible liquids
- 12. Appendix B - Fire Flow per table B105.1 but not less than 1000GPM
- 13. Appendix C - Hydrant spacing & distribution
 - a) Hydrant specification per the City of Ennis Infrastructure Design Standards.
 - b) 300 ft. commercial spacing
 - c) 500 ft. residential spacing
 - d) Spacing can be increased by 50% for sprinkled buildings per table C102.1
 - e) Marked by blue center road reflectors.

Parks & Recreation Department

- Parkland Dedication Fee**

Permitting

- Building Codes**
 - Sec. 5-51. - International codes adopted.
 - (a) *Adopted.* That certain documents, one (1) copy of which is on file in the office of the City Secretary of the City of Ennis, Texas, being marked and designated as the 2021 Editions of the International Building

Code, International Residential Code including Appendices G and H, International Energy Conservation Code, International Fire Code including Appendices B, C, D, F, H, I, J, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Existing Building Code, and the International Property Maintenance Code, as published by the International Code Council, the currently adopted edition by Texas Department of Licensing and Regulation National Electric Code, as published by the National Fire Protection Association, and the latest edition on file of the National Fire Code, as published by the National Fire Protection Association, be and are hereby adopted as the codes of the City of Ennis; and each and all of the regulations, provisions, conditions and terms of such aforementioned codes, as published by the International Code Council and National Fire Protection Association, on file in the office of the City Secretary of the City of Ennis, Texas are hereby referred to, adopted and made a part hereof as if fully set out in this section.

(b) *Amendments.* That Section 903.2.7 of the 2021 Edition of the International Building Code in its entirety shall read as follows:

903.2.7 Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy where one of the following conditions exists:

1. A Group M fire area exceeds 12,000 square feet (1115 m²).
2. A Group M fire area is located more than three stories above grade plane.
3. The combined area of all Group M fire areas on all floors, including any mezzanines, exceeds 24,000 square feet (2230 m²).

(c) *Amendments.* Chapter 4 RE and Chapter 4 CE of the International Energy Conservation Code in reference to testing for air leakage shall be amended to allow for visual inspections for compliance as appropriate.

How to Apply for Construction Permits

- Note: the location of all heavy equipment, work buildings/ temporary offices and tanks must be pre-approved with a site plan before they can be allowed.
- All permits must be applied through the [OpenGov](#) portal.
- The following is needed to apply for permits:
 - General Contractor and all subcontractor information. A phone number, email address, and business address must be registered in OpenGov before a permit can be applied for.
 - Building plans: Architectural and engineering drawings to be stamped by the appropriate professionals.
 - Basic Building Permit Application (BBP) required for Simple Remodels (windows, doors, siding), electrical, solar, plumbing, HVAC/mechanical, roofing, foundation, storage building under 400 sq ft, flatwork, demolition, and brickwork.
 - Building Permit Application (BP) required for new builds, both residential and commercial. A complete set of plans with the appropriate professional is required.

Plan Review

Accredited third-party reviews are city plan reviews decided upon by the Building Official, depending on the size and complexity of the build. The city review time is up to 14 business days if the city does the review.

Grading / Earthwork Prior to Issuance of Building Permit

- Planning & Development is acceptable to grading before a permit if the Public Works Department has authorized it, all SWPPP/erosion control measures are in place and posted, and the port-a-potty

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is on site and secured.

- The location of all heavy equipment, work buildings/temp offices, and tanks must be pre-approved with a site plan before they can be allowed.