



Step One: Pre-Application Meeting

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Greenville. To accomplish this, a Pre-Application Meeting may be required prior to submittal of any development or permit application for any of the following projects. Planning staff will inform you if a Pre-Application meeting is needed. Below is a list of occurrences that require a Pre-Application Meeting:

1. Any new non-residential development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Preliminary and Final Plats
5. Change of Zoning or Conditional Use Permit application
6. At the City's discretion, a meeting may be called for significant remodeling and/or site work on non-residential properties.

APPLICATION AND MEETING INFORMATION

Pre-Application meetings are held each Thursday morning. To be scheduled, the Pre-Application Meeting request must be submitted to the Community Development Department by 3:00 PM on the preceding Friday. Early the following week, you will be contacted with the specific appointment time for your meeting.

The Pre-Application meeting will be scheduled for 30 minutes. Meeting times are assigned in the order that completed documents are received, beginning at 9:00 AM. No more than 5 meetings will be held on any Thursday. After the fifth application for any week is submitted, subsequent applications will be scheduled for the next Thursday.

WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the City of Greenville's development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. **No plans or drawings will be accepted, and no approvals will be given.** Development and permit applications may be submitted to the City of Greenville any time after your Pre-Application Meeting.

WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc). Representatives from Planning, Engineering, Utilities, GEUS, Fire, and Building Inspection will attend the meeting. Other City of Greenville staff members may attend if needed

WHAT TO BRING

It is suggested that you bring a draft concept plan with as much detail as possible to present during the Pre-Application Meeting. This will not be considered a submittal of application.

ONLINE TOOLS

At the meeting you will be given information about the City's development process web page. It is found at <http://www.ci.greenville.tx.us/index.aspx?NID=427>. This web page includes links to applications, ordinances and other related documents, fees, contact information, and more.

The City also has an online permit tracking software named MyGov. Once you make your first application following your Pre-Application Meeting, Community Development staff will set up your project in MyGov. You, and any of your development team that you wish, will be sent an email with information, including a unique password, to access your project. Communication between your development team and the City regarding your project will take place on the system. Comments may be made by the City or the applicant in a blog format. Documents and other files may also be attached to the system. MyGov provides 24/7 access to the progress and approvals for your project through each step of the development process. Each time a comment is posted or the project page is updated in some way, notification is automatically sent via email to you and your development team.



City of Greenville | Community Development Department
 2315 Johnson Street | Greenville, TX 75401 | 903.457.3160
 Fax: 903.457.0503 | Email: tjackson@ci.greenville.tx.us

Received: _____
 Date Scheduled: _____
 Time Scheduled: _____

PRE-APPLICATION MEETING REQUEST

Community Development staff will schedule your Pre-Application Meeting following receipt of this completed form. Pre-Application Meetings are held on Thursday mornings. Applications must be submitted by 3:00 PM on the preceding Friday. Spaces are limited.

_____ **NEITHER SUBMISSION OF THIS FORM, NOR THE PRE-APPLICATION MEETING, CONSTITUTES A PERMIT OR CONFERS ANY PERMIT RIGHTS UNDER CHAPTER 245 OF THE TEXAS LOCAL GOVERNMENT CODE.**

PROJECT INFORMATION

Provide a description of the project you are considering: _____

Location: _____ Acreage: _____ Zoning: _____

Is a zone change necessary for your proposed use? Yes No

APPLICANT (PRIMARY POINT OF CONTACT)

Are you the: Owner Representative Tenant Buyer

Applicant Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Other Attendees:	<u>Name</u>	<u>Role (i.e. engineer, surveyor)</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

QUESTIONS

Is the property currently in use? Yes No

If yes, please describe: _____

Are there existing buildings on the property? Yes No

If yes, please describe condition, previous use, etc.: _____

Do you intend to sell or lease merchandise? Yes No

If yes, please describe the merchandise: _____

Do you intend to store hazardous materials? Yes No

If yes, please describe the materials and amounts below: _____

Do you plan to demolish any existing buildings? Yes No

Do you intend to serve alcohol? Yes No

Do you plan to remove any trees on site? Yes No

Do you or will you have any outdoor storage areas? Yes No

Is the property located near or within the floodplain? Yes No

Is the property currently platted? Yes No

Do you intend to subdivide or combine the property with other parcels? Yes No

Is the project expected to exceed \$50,000 in cost? Yes No



CITY OF GREENVILLE PARKS & RECREATION DEPARTMENT
PHYSICAL: 4320 LEE STREET • 903 457 2994 • parksdept@ci.greenville.tx.us • GREENVILLETX.FUN

PARKLAND APPLICATION

Case Number (staff use only): _____ - _____

CONTACT INFORMATION

OWNER NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

APPLICANT NAME _____

COMPANY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

PARKLAND DEDICATION CHAPTER 26 ARTICLE 4.4

PUBLIC PARK

PARKLAND FEE- IN-LIEU

PARKLAND DEDICATION: # OF ACRES _____ # OF LOTS _____

PRIVATE PARK

COMBINATION (ATTACH EXPLANATION)

PROPERTY INFORMATION	
PROPERTY OWNER NAME	
PROPERTY ADDRESS	
CURRENT LEGAL ADDRESS	
TAX ID#	
LOCATED IN	<input type="checkbox"/> CITY LIMITS <input type="checkbox"/> EXTRATERRITORIAL JURISDICTION
ACREAGE	
LOTS	RESIDENTIAL: _____ Commercial: _____ Other: _____
PARKLAND NARRATIVE (Attach extra sheet if necessary)	



PROPERTY OWNER AUTHORIZATION

The undersigned, hereby confirms that he/she/they/it is the owner of the property located at _____ (Address/Legal Description) and further, that _____ is authorized to act as my agent and representative with respect to this Application and if necessary, to work with the Responsible Official / Department on my behalf throughout the process.

Name

Title

STATE OF TEXAS §
 §
COUNTY OF HUNT §

This instrument was acknowledged before me on the ____ day of _____, 20__ by _____.

Notary Public, State of Texas

My Commission Expires: _____

Signature of Owner

Date

Name of Owner

Date



PARKLAND SUBMITTAL

All required items and information (including all applicable listed exhibits and fees) must be received by the City for an application and request to be considered complete. Incomplete submissions will not be accepted. By signing below, I acknowledge that I have ready through and met the above requirements for a complete submittal:

Name

Date

CHECKLIST		
STAFF	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form – including all required signatures and notarized
<input type="checkbox"/>	<input type="checkbox"/>	<u>PDF / Digital Copies of all submitted Documents</u> When submitting digital files, a cover sheet must be included outlining what digital contents are included.
<input type="checkbox"/>	<input type="checkbox"/>	Billing Contact Form
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Plans
<input type="checkbox"/>	<input type="checkbox"/>	Maps
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Property Ownership – Tax Certificated or Deed

CITY OF GREENVILLE PARKLAND DEDICATION & PARK DEVELOPMENT METHODOLOGY AND FEES

Neighborhood parks: Current level Service is 1 acre per 145 people based on a total city population of 29,000 ÷ 200 acres of parks or 6.9 acres per 1,000 residents.

STEP 1: LAND DEDICATION (1 AC provided for every):

LAND DEDICATION	Single Family: 145 people ÷ 2.7 PPH = 54 DU's
	Multi-Family : 145 people ÷ 2.5 PPH = 58 DU's

STEP 2: FEE -IN- LIEU OF LAND or (F-I-L)

INFILL LOT	<i>Appraised Market Value ÷ dwelling level of service = F-I-L</i>
FEE - IN LIEU OF LAND	Single Family: appraised market value ÷ 54 DUs = \$ / DU
	Multi-Family: appraised market value ÷ 58 DUs = \$ / DU

UNDEVELOPED ACREAGE	1. <i>Appraised Market Value of Land ÷ # of Acres = Market Value per Acre</i>
	2. <i>Appraised Market Value per Acre ÷ dwelling level of service = F-I-L</i>
FEE - IN LIEU OF LAND	Single Family: appraised market value / Acre ÷ 54 DUs = \$ / DU
	Multi-Family: appraised market value / Acre ÷ 58 DUs = \$ / DU

STEP 3A: NEIGHBORHOOD PARK DEVELOPMENT

NEIGHBORHOOD PARK DEVELOPMENT FEE	<i>The cost of development and improvements in an average neighborhood park in Greenville is \$320,000.00. One neighborhood park serves 7,250 people, based on a total city population of 29,000 being served by 4 parks. Count includes neighborhood parks. It cost \$44.14 per person (\$320,000 ÷ 7,250) to develop a basic neighborhood park.</i>
	Single Family: \$44.14 x 2.7 PPH = \$119.18 per DU
	Multi Family: \$44.14 x 2.5 PPH = \$110.35 per DU

STEP 3B: COMMUNITY PARK DEVELOPMENT

Community Parks: Current level of service are 1 park per 14,500 residents.

COMMUNITY PARK DEVELOPMENT FEE	<i>One community park serves 14,500 people based on a total city population of 29,000 ÷ 2 Parks. The cost of improvements in an average community park in Greenville Texas is \$2.5 million. It cost \$172.41 per person (\$2,500,000 ÷ 14,500) to develop an average community park.</i>
	Single Family: \$172.41 x 2.7 PPH = \$465.51
	Multi Family: \$172.41 x 2.5 PPH = \$431.03

TOTAL FEE **Land OR F-I-L + 3A + 3B = Total Fees / DU**