

CITY OF MCKINNEY

PRE-DEVELOPMENT MEETING GUIDELINES



PLANNING

221 N. TENNESSEE STREET, MCKINNEY, TEXAS 75069





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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email contact-ada.compliance@mckinneytexas.org. Please allow at least 48 hours for your request to be processed.

HOW TO SCHEDULE A MEETING



Thank you for considering development in the City of McKinney; we are dedicated to serving you in the best way possible. In order to efficiently manage the high number of development applications that we receive each year, we strongly encourage applicants to schedule a pre-development meeting with the City's Development Services team in order to gain an understanding of our processes, discuss the property in question, and understand potential issues in order to keep you moving forward on the most efficient timeline.

Due to the number of requests for pre-development meetings, Staff has allotted a specific amount of time for each meeting. Staff is available for follow-up discussions via phone calls, emails, or, if needed, additional meetings. Our Pre-Development Meeting team is comprised of the following departments, who will be present at the meeting as needed:

- Planning
- Engineering
- Landscape
- Fire
- Parks and Recreation
- Building Inspections

Please note that additional meetings may be needed to discuss in depth Engineering, Fire or Building Code issues in greater detail, and can be scheduled separately through the respective departments.

Meetings are scheduled on **Mondays 2pm - 4pm, Tuesdays, 10am - 12 pm and Wednesdays 10am - 12 pm** and are scheduled on a first-come, first-serve basis.

Meetings must be scheduled at least three business days in advance in order to give Staff time to prepare. To schedule a meeting, please contact Kathy Wright, Planning Technician, at 972-547-7409 or kwright@mckinneytexas.org.

Due to the number of meeting requests we receive, Staff will try to accommodate your requested date/time; however, if we are unable to meet at the requested time, we will schedule you for the first available appointment. We recommend requesting a meeting at least two weeks in advance.

PRE-DEVELOPMENT MEETING GUIDE



The following guide provides a list of information that can and should be explored prior to your pre-development meeting, as well as notes about the development process. Please note that this list is not all encompassing, but rather a guide to get you started.

Development Regulations

- Please note the regulations of the property's zoning district, which can be found in the City's [Zoning Ordinance](#).
- The City's [Subdivision Ordinance](#) also provides detailed information regarding subdividing property, residential development, and more.

Submittal and Processing

- The City of McKinney Development Services Division accepts new case applications digitally through the Citizen Self Service Portal (CSS) and reviews plans through eReviews. Instructions for digital submittal and revisions can be found on our website (www.mckinneytexas.org/css).
- Submittals are accepted at any time; however, cases will only be processed Monday through Friday 8 A.M. to 3 P.M. Cases submitted after 3 P.M. will not be processed until the next business day.
- Incomplete applications cannot be accepted and may delay reviewing your project, so please take care to ensure that all applications are complete.
- Once a case has been reviewed by Staff, comments will be returned to the applicant via eReviews. Please ensure that the correct contact information is included when submitting your case through CSS.

Miscellaneous

- If you would like to see the zoning and any overlay districts on the subject property, please visit our [Interactive Planning Map](#).
- We encourage you to review the zoning and any overlay districts on the subject property via our [Interactive Planning Map](#).
- Please note that depending on the project, additional studies or requirements may apply, such as a flood study, traffic impact analysis, or facade plan approval.
- If rezoning of the subject property is required, Staff strongly encourages the applicant to reach out to neighboring HOAs to inform them of development plans.
- Fees may be assessed at various times during the development process; please see our [fee schedule](#) and note that this does not include engineering or permitting fees.

PREDEVELOPMENT MEETING CHECKLIST



*The following documents are **highly encouraged** in order to schedule a pre-development meeting. Please note that the more detail you can provide on your plans, the more information Staff will be able to provide. Meetings are scheduled for either 30 minutes or 1 hour depending on Staff availability and level of detail provided in submittal.*

Informational Letter (can be submitted as an email or separate document):

- Summary of development plans and proposed use(s)
- Contact information for the applicant and/or owner, and any other contacts to be invited to the meeting
- Acreage of the property
- Property location

Non-Residential Development Conceptual Layout:

- Development location
- Building footprint
- Parking, stacking, and loading areas
- Building setbacks and heights
- Landscape areas
- Screening devices
- Medians and openings in adjacent ROW
- Dumpster location
- HVAC locations
- Overhead or bay doors/docks
- Open storage
- Existing or proposed easements
- Drive approaches and dimensions
- Fire lanes and radii

Residential Development Conceptual Layout:

- Layout drawing showing potential lots, streets, and common areas

(Re)Zoning Information:

- An aerial or survey drawing of the property
- Proposed zoning district

To schedule a meeting, please contact Kathy Wright, Planning Technician, at 972-547-7409 or kwright@mckinneytexas.org. You are strongly encouraged to request your meeting at least two weeks in advance in order to increase likelihood of being scheduled for your preferred date and/or time.

PRE-DEVELOPMENT MEETING REQUEST FORM

Meeting Date Assigned ___/___/___ am/pm

Applicant//

Name _____ Email _____

Additional Attendees//

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Location Information//

General Location _____

Parcel ID _____

Acreage _____

Zoning//

Current Zoning _____

Proposed Zoning (if applicable) _____

Proposed Project//

Proposed Use(s) _____

Additional Information//

Layout Included//

Yes No (please provide explanation) _____
