

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12

**Get Started Right!**  
Meet with staff to determine first steps. Make sure your project is feasible!

Contact the Planning Department (254) 298-5668

Visit our website at [Planning Website](#)

**Zoning**  
Make sure your zoning is right. Contact the Planning Department (254) 298-5668

Check city maps:  
[Temple GIS Maps](#)

Submit to the Planning Department:  
• Application  
• Digital and hard copies  
• Field notes if needed  
• Other documents  
• Fees

[Rezoning Schedule](#)  
[Universal Application](#)

**Attend Public Hearing**  
Attend a Planning and Zoning Commission Meeting

**Attend Public Hearing**  
Attend a City Council Meeting

**City Council Second Reading**  
Ordinance requires two readings for final approval

Check Section 3.3: Rezoning, of the Unified Development Code (UDC)  
[UDC](#)

**Preliminary Plat** (if applicable see UDC Section 3.6.5)  
Submit to the Planning Department:  
• Application  
• Digital and hard copies of plans  
• Field notes  
• Dedication instrument  
• Utility provider transmittal letter  
• Drainage plan/letter  
• Other documents (see checklist below)  
• Fees

[Plat Checklist](#)  
[Universal Application](#)  
[Plat Review Schedule](#)

Planning Department: (254) 298-5668

Engineering Department (254) 298-5624

Check UDC Section 3.6: Subdivision Plat Review  
[UDC](#)

**Attend Development Review Committee (DRC) Meeting**  
Staff meets to discuss their comments with the applicant at DRC review. Applicant submits digital revisions until plat is deemed complete.

More than one DRC meeting may be required.

[Plat Review Schedule](#)

Check UDC Section 2.5 Development Review Committee  
[UDC](#)

**Attend a Planning and Zoning Commission Meeting**

Additionally: attend City Council meeting if exceptions to Article 8: Subdivision Design Improvements are requested

[Plat Review Schedule](#)

Check UDC Article 8: Subdivision Design and Improvements  
[UDC](#)

**Final Plat: Application**  
Submit to the Planning Department  
• Application  
• Digital and hard copies of plans  
• Field notes  
• Dedication instrument  
• Utility provider transmittal letter  
• Drainage plan/letter  
• Other documents (see checklist below)  
• Fees  
[Plat Checklist](#)

[Universal Application](#)  
[Plat Review Schedule](#)

Planning Department: (254) 298-5668  
Engineering Department (254) 298-5624

**Residential Plat**  
Submit to the Planning Department (as applicable):  
• Civil construction plans (always)  
• Storm water Management Plan  
• Drainage Report  
• Geotechnical Report  
• Floodplain Development Application  
• Other documents  
• Fees  
[Floodplain Dev. App.](#)

**Attend Development Review Committee (DRC) Meeting**  
Staff meets to discuss their comments with the applicant at DRC review. Applicant submits digital revisions until plat is deemed complete.

More than one DRC meeting may be required.

[Plat Review Schedule](#)

Check UDC Section 2.5 Development Review Committee  
[UDC](#)

If plat is eligible for administrative approval proceed to recordation and close out. Check UDC Section 3.8: Minor or Amending Plat

**Residential Plat**  
Submit to Public Works/ Engineering:  
• Storm water Prevention Plan  
• Revisions per comments provided by Public Works/ Engineering until plans are approved for construction permit

**Attend a Planning and Zoning Commission Meeting**  
Additionally, attend City Council meeting if exceptions to Article 8: Subdivision Design & Improvements are requested

Check UDC Article 8: Subdivision Design and Improvements  
[UDC](#)

**Residential Plat**  
Schedule inspections with Public Works Department for residential infrastructure improvements (254) 298-5660

**Recordation and Close Out**  
Pre-Recordation  
Submit to the Planning Department  
• 2 mylars to be signed by city officials  
• Original executed Dedication Instrument with original field notes to be signed by legal dept.  
• One digital CAD file of plat

Post-Recordation  
• 1 mylar of recorded plat  
• 5 hard copies of recorded plat  
• Original recorded dedication instrument  
• Original recorded easement agreements (if applicable)

See Procedures for Plat Recordation  
[Procedures for Plat Recordation](#)

Pay Park Fees

Request Letter of Acceptance (254) 298-5660

**Residential Plat**  
Schedule final walk through with Public Works/ Engineering

**Building Permit**  
Submit to Permitting and Inspections:  
• Universal Commercial/ Residential Application  
• All plans (see requirements below)  
• Fees

[Permitting and Inspections will provide comments within 10 business days](#)

[Applications](#)  
[Residential Permit Requirements](#)  
[Commercial Permit Requirements](#)  
[New Commercial Packet](#)

Email questions and applications to:  
[permitapplications@templetx.gov](mailto:permitapplications@templetx.gov)

Check UDC Section 3.13: Building Permit  
[UDC](#)

Submit to Permitting and Inspections (as applicable) with Commercial Building permit application:  
• Civil construction plans (always)  
• Storm water Management Plan  
• Drainage Report  
• Geotechnical Report  
• Floodplain Development App.  
• Other documents  
[Floodplain Dev. App.](#)

**Submit to Permitting and Inspections:**  
• Electronic revised plans per comments  
• Other requested documents  
[Check Permit Status](#)

If permit is approved proceed with construction. Schedule inspections as needed with:  
• Building /Mechanical Inspectors  
• Electrical Inspector  
• Plumbing Inspector  
• Fire  
• Development Review Coordinator (for commercial)

Contact Inspections Hotline to schedule inspections (254) 298-5640

Submit to Public Works/ Engineering:  
• Storm water Prevention Plan  
• Revisions per comments provided by Public Works/ Engineering until plans are approved for construction permit

Schedule inspections with Public Works Department for commercial infrastructure improvements (254) 298-5660

**Schedule Certificate of Occupancy Inspection (254) 298-5640**

Schedule final walk through with Public Works/ Engineering

Pay Park Fees

Request Letter of Acceptance (254) 298-5660

# City of Temple Development Review Guide