

## City of Mesquite Development Process



### 1. Pre-Application Meeting

- A request for a [Pre-Application Meeting](#) may be submitted thru the online [Citizen Self Service \(CSS\)](#) or in the Planning & Zoning Division Office.
- Pre-application meetings are typically required before submitting any permit for new construction or additions
- Staff will schedule the meeting for the next available date and time, generally within 10 days of application submittal.
- At the Pre-Application Meeting, City Staff will explain the development review process and answer questions.



### 2. Zoning

- A zoning change application ([Conditional Use Permit](#), [Rezoning](#) or a [Planned Development](#)) may be deemed necessary during the Pre-Application Meeting. If a zoning change is not required, continue to Step 3.
- The zoning change process requires written notice to surrounding property owners, public notification, and public hearings at the Planning & Zoning Commission and City Council.
- The process can take 3 to 4 months from first submittal to the City Council meeting.
- Once zoning is approved or if a zoning application is not required then proceed to Step 3.



### 3. Site Plan

- The [Site Plan Application](#) process is used to verify all applicable development standards are met and are submitted through [CSS](#).
- Zoning must be finalized prior to Site Plan review.
- Site Plan Applications are reviewed by several City Departments to determine compliance.
- Review time includes 14 calendar days for the first review and 10 calendar days for each subsequent review.
- Site plans are approved by City staff; however, property zoned Planned Development and larger than 10 acres requires Commission approval. Proceed to step 4 after approval.



### 4. Engineering Permit

- Engineering Plans provide specifications for project elements like utilities, drainage, streets, & grading and must follow the [Engineering Design Manual](#).
- Engineering Permits are submitted through [CSS](#).
- Engineering Plans are reviewed by several City Departments to determine compliance.
- Review time includes 21 calendar days for the first review and 14 calendar days for each subsequent review.



### 5. Platting

- City Staff will determine if a [Plat Application](#) will be required during the Pre-Application Meeting.
- Review time begins with a 10-day Completeness Check. Once deemed Complete, Staff will act upon the application within 30 calendar days.
- Once the plat is approved, it must be recorded with Dallas/Kaufman County.
- If appropriate, platting may occur concurrently with Step 4 or Step 6.
- Plat must be approved and filed with the County prior to issuing any building permit for single-family home, Duplexes, or Townhomes, and prior to issuance of a Certificate of Occupancy for non-residential permits.



### 6. Building Permit

- Building Permits provide specifications of the structure - including electrical, HVAC, and other elements.
- Separate building permits are required for each building.
- Registered contractor with the City must submit the building permit application.
- All building permits are submitted through [CSS](#).
- Building Permits are reviewed by several City Departments prior to approval.
- Review time includes 14 calendar days for the first review and 7 calendar days for each subsequent review.
- Building Permits and Certificate of Occupancies are not finalized until all inspections have been passed.