



Melissa Municipal Center
3411 Barker Avenue
Melissa, Texas 75454
Phone: (972) 838-2036

Pre-design Conference Agenda

Note: This form is provided to give the developer a preview of the topics that are covered in the Pre-design Conference. Answering some or all of the items below will ensure a better outcome of the meeting for both the developer and the City of Melissa.

Date: _____ City Representative: _____

Project Name: _____

Project Location: _____

Attendant's Name	Phone	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note:
Subdivision Ordinance Section 3.01: Prior to filing a preliminary plat, the subdivider shall consult with the plan administrator and the city engineer or their duly authorized representatives concerning:

- I. The ultimate land use of the proposed development:
 - a. Comprehensive land use plan review
- _____
- _____
- _____

- II. The most advantageous subdivision plan:
- _____
- _____
- _____

III. The suitability of the location of the proposed subdivision:

IV. The arrangement of streets, alleys, and lots:

- a. Thoroughfare planning
- b. Residential streets, local streets, collector streets
- c. Road cross-sections in conformance with Subdivision Regulations

V. The size and layout of utility lines:

- a. Developer responsible for up to 12" water and sewer lines
- b. Minimum sewer line size is 8"
- c. Minimum water line size is 8"
- d. Extension of Utilities to property line

VI. Availability of service from trunk mains:

- a. Offsite water
- b. Off site sewer

VII. Other regulations and policies of the city regarding development.

- a. Subdivision Regulations*
 - i. City of Melissa Platting procedure and fees
 - ii. Standard Specifications and Details
 - iii. Development Permit
 - iv. Inspection of Construction
 - v. Materials Testing
 - vi. Maintenance Bond

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- b. Application Forms and Checklists
- c. Water and Sewer tap fees
- d. Zoning Ordinance*
- e. Drainage Design Standards - Until the City of Melissa develops its own Storm Water Detention design manual, the City of Sherman Drainage Design Standards apply.
- f. Water and Sanitary Sewer Design Standards - Until the City of Melissa develops its own water and sanitary sewer design manual, the City of Plano Manual for the Design of Water and Sanitary Sewer Lines applies.
- e. Pre-construction meeting.

Note:

Conditional approval as to the general land use of the proposed subdivisions should be obtained from the plan administrator prior to preparation of the preliminary plat.

Copies of the Developers Package are available at City Hall. (Check with Permit Department for Price.)

- The package includes:
- Applications & Forms
 - Ordinances
 - Design Criteria
 - Standard Drawings

As built blue line copies available for \$5.00 per copy.

24" x 36" Color city maps available for \$20.00 each.