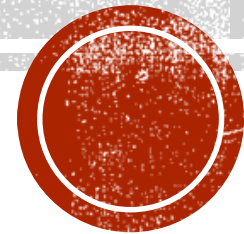


# DEVELOPMENT GUIDE

A Guide to Land Development in Cedar Park



# 2014 COMPREHENSIVE PLAN

The comprehensive plan is a long-range planning tool used by municipal staff, decision-makers, and citizens to direct the growth and physical development of the community for 10 years, 20 years, or more.

The City's leaders initiated the creation of this plan to establish a vision for Cedar Park based on input received from the community.

The comprehensive plan serves as a guide for the review of development proposals and many other applications.

- [Comprehensive Plan](#)



# MENU

- Typical Development Permitting Process
- Annexation
- Zoning
- Subdivision
- Permits
  - Site Development
  - Commercial Building Plan & Sign
  - Residential Building
  - Certificate of Occupancy
  - Miscellaneous
- Sources

# TYPICAL DEVELOPMENT PERMITTING PROCESS IN CEDAR PARK

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Step 1: Does the property need to be annexed?

• In general, areas that are located outside of the City limits are not permitted to access City services such as water, sewer, police, fire, or EMS. Annexation is the legal process that allows the City to extend municipal services to a previously unincorporated area. Once annexed, the City will also extend its regulations, voting privileges and taxing authority to the newly annexed area.

Step 2: Does the tract have the proper zoning?

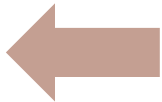
• Zoning is the tool by which land use within the City is governed. It applies to all areas within the full-purpose city limits. A rezoning may be needed if the proposed use does not fit into the existing zoning district, since a zoning designation that permits the intended use(s) is required before the project can proceed forward. If applicable, a zoning change typically takes 60-90 days and must be approved by City Council after a public hearing.

Step 3: Has the property been legally subdivided?

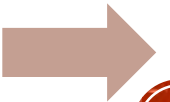
• A development plat or subdivision plat is required before any improvements can be developed on a lot.

Step 4: What type of permit is required?

- Site Development
- Commercial Building and Sign
- Residential Building
- Certificate of Occupancy
- Miscellaneous



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# ANNEXATION

## Process Overview

Annexation is the legal process by which the City can extend its municipal services, regulations, voting privileges and taxing authority to a previously unincorporated area or ETJ. Annexation within the City of Cedar Park can be initiated by the City, or the property owner may request a voluntary petition for annexation. In either case, annexation would require approval by the City Council. Full Purpose Annexation occurs when the City provides full municipal services, assesses taxes, and enforces City ordinances and regulations. Residents may vote in all City elections and run for office.

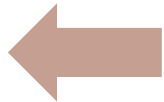
## Typical Milestones

- Accept voluntary petition and set schedule
- 1st statutory public hearing
- 2nd statutory public hearing
- Public hearing and 1st reading of the ordinance by City Council
- 2nd Reading of ordinance and Council action

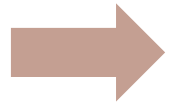
## Related Links

- [Application for Voluntary Annexation](#)
- [Comprehensive Plan](#)
- [Transportation Plan](#)
- [CP Atlas Interactive Mapping](#)

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# ZONING

## Process Overview

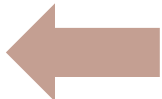
Zoning is the tool by which land use within the City is governed. It applies to all areas within the full purpose city limits. Zoning is carried out in accordance with the comprehensive plan to provide beneficial and appropriate development, protect the character and established pattern of desirable development in each area, minimize land use incompatibility, and maintain or enhance property values by stabilizing expenditures and ensuring predictability.

## Typical Milestones

- Approximate 90-day process
- 30 day staff review
- Public notices to property owners within 300' of the tract and neighborhoods/HOAs within 500' of the tract
- Planning and Zoning Commission Public Hearing and Recommendation
- City Council Public Hearing and 1st Reading of the Ordinance
- City Council 2nd Reading of the Ordinance and Action:
  - § Approval - may proceed to site development or subdivision
  - § Denial - must wait 12 months to reapply

## Related Links

- [Applications & Forms](#) (Zoning Submittal Schedule, Zoning, PD and SUP Application)
- [Cedar Park Code of Ordinances: Chapter 11 Zoning](#)
- [Comprehensive Plan](#)
- [Transportation Plan](#)
- [CP Atlas Interactive Mapping](#)



# SUBDIVISION

## Process Overview

The term “Subdivision” refers to the division of a tract of land into one or more parcels for the purposes of sale, transfer, or development. A “legal lot” is the product of the Subdivision process and it is required before any improvements can be made on a lot. A lot may be recognized as a legal lot if it: 1) was in its current configuration prior to becoming fully incorporated into the City; or 2) meets exception criteria outlined in Chapter 212 of the Texas Local Government Code. If exempt from the subdivision process, a development plat will be required to show existing and proposed buildings, structures or improvements or proposed modification to such buildings, structures, or improvements. Development plats shall follow the same review and approval process as a final plat.

In the City of Cedar Park, the Subdivision process involves two main steps: 1) approval of the preliminary plan; and 2) approval of the final plat. A preliminary plan is required when five or more lots are created or public right of way (ROW) for a new street is being dedicated. It is intended to present a graphic representation of how a tract of land will be subdivided and developed. The preliminary plan is a planning document, and it is not subject to recordation in the official county records. The final plat, however, is a legal document that is recorded with the County Clerk's office where the tract is located, following approval from the City. It is used to establish a legal lot and it generally never expires.

In order to streamline the subdivision process, the City offers two options to file a final plat without a preliminary plan. A Short Form Final Plat is used when the applicant wishes to either subdivide a new tract or re-subdivide an existing tract - no new ROW is being dedicated and utilities are already in place to serve the tract. A Short Form Final Plat (Director's Approval) is used when the applicant wishes to correct a minor scrivener's or clerical error or omission, or to shift lot lines on four or fewer lots.

## Typical Milestones

- The City of Cedar Park offers an accelerated subdivision schedule with a 30-day staff review and approval period. If the applicant is not able to commit to the accelerated schedule, a voluntary waiver to the 30-day action may be submitted. The application will then be placed in the standard 10-day review cycle. Once all staff comments have been cleared, the application will be forwarded for action to the approval body.
- Subdivision Action:
  - § Planning and Zoning Commission Approval
  - § Director Approval (Amended Plats only)
  - § Planning and Zoning Commission Denial - must file new application
- Plat recordation with the county
- Addresses assigned after recordation

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# SUBDIVISION (CON'T)

## Subdivision Construction Plans

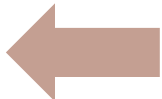
In addition to the preliminary plan and final plat, the applicant may be required to submit a Subdivision Construction Plan to the Engineering Department. Per the City's Subdivision ordinance, public improvements necessary to serve a development must be constructed or a surety instrument for the improvements must be provided by the applicant after the Subdivision Construction Plans are approved and prior to recordation of the final plat. A Subdivision Construction Plan is comprised of infrastructure necessary for the construction of the subdivision, including but not limited to streets, drainage, water, wastewater, detention and water quality, environmental controls and tree protection.

The typical steps in the Subdivision Construction Plan review are as follows:

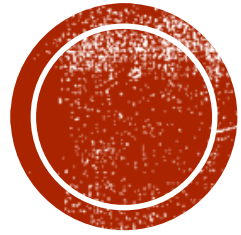
- Engineering review
- Inspection/Review Fees Paid
- Construction Plan approval
- Plat approval
- Fiscal surety posting or improvements constructed
- Preconstruction meeting and payment of fees prior to construction
- Project Completion and Subdivision Acceptance

## Related Links

- [Applications & Forms](#) (Subdivision Submittal Schedule / Subdivision Applications / Voluntary Waiver of 30 day action letter)
- [Cedar Park Code of Ordinances: Chapter 11 Zoning and Chapter 12 Subdivision Regulations](#)
- [Transportation Plan](#)
- [CP Atlas Interactive Mapping](#)







# PERMITS

**Site Development**

**Commercial Building and Sign**

**Residential Building**

**Certificate of Occupancy**

**Miscellaneous**



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# SITE DEVELOPMENT

## Process Overview

A site development plan is a set of engineering and architectural drawings that shows a proposed or existing project. Key elements of a site development plan are property boundaries, topography, vegetation, proposed and/or existing structures, easements, and roadways. SD permits are required in the city limits for all types of nonresidential developments and all applications for townhomes, amenity centers and multifamily residential.

Prior to submitting an application for a site development permit, applicants are encouraged to request a predevelopment meeting with city staff to become familiar with applicable codes and regulations and to expedite the site development permit approval process.

After the site development plan is approved by the City's Development Services Committee, a site development permit may be issued and the applicant may then proceed to the next step of applying for a building permit. Site development plans and building plans may be reviewed concurrently; however, the site development permit must be issued prior to the issuance of the building permit.

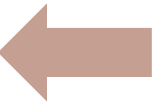
## Typical Milestones

- Pre-development Meeting (optional)
- Applications are due at noon on Monday
- 10 business day staff review and comment period (for initial submittal and updates)
- Final plan set for approval and signatures
- Site development permit issued
- Pre-Construction Meeting

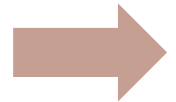
## Related Links

- [Applications & Forms](#)
  - Pre-Development Meeting Application
  - Site Development Permit Application
  - Site Development Revision Requirements
- [Cedar Park Code of Ordinances](#): Chapter 11 Zoning and Chapter 14 Site Development
- Fire Marshal's [Development Standards and Guidance/Permit Applications](#)
- [Industrial Pretreatment Program Requirements](#)

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# COMMERCIAL BUILDING PLAN AND SIGN PERMITS

## Process Overview

Plan submittal to the Building Division starts the building review for the design elements and code compliance for all architectural, structural, mechanical, electrical, plumbing and life safety aspects of your project. Permits are required for new construction, alterations to existing buildings, additions, most repairs, and accessory structures within the city limits.

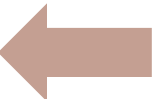
Sign permits require a separate submittal but may be reviewed concurrently with the building plan submittal; however, sign permits will not be issued until the building permit has been approved. Permits are required for signs within the city limits as well as within the city's Extra-Territorial Jurisdiction (ETJ).

## Typical Milestones

- Plans submitted online through [www.mygovernmentonline.org](http://www.mygovernmentonline.org), due by Monday at noon
- 10 business day plan review and comment period (applies to initial submittal and resubmittal)
- Issuance of combined comment plan review letter sent to applicant
- Approval letter sent to applicant
- Permit issued, once Permit Technicians have all required contractor information and applicable fees have been paid
- Certificate of Occupancy is issued once all departments have signed off on the site improvements and building finals, outstanding fees have been paid, concurrence letters received(civil, architectural, landscape), and as-builts in both PDF & CAD have been submitted to the Engineering Department

## Related Links

- [Current Building Codes](#)
- [Commercial Guideline Packet](#)
- [Fire Marshal's Development Standards and Guidance/Permit Applications](#)
- [Industrial Pretreatment Program Requirements](#)
- [My Permit Now Instructions](#)
- [B.I. Documents:](#)
  - Sign Information: Sign Guideline Packet
  - General Information: Inspection Guideline Packet
  - Contractor Information: Contractor Registration Form



# RESIDENTIAL BUILDING PERMIT

## Process Overview

Building Permits are required to erect, alter or enlarge any structure on property located within the city limits (\*). Permits are required for work including but not limited to new construction, remodeling, repair and additions.

## Typical Milestones

- o Plans submitted online through [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- o 5-7 business day plan review and comment period (applies to initial submittal and resubmittal)
- o Issuance of comment plan review letter sent to applicant
- o Approval letter sent to applicant
- o Permit issued, once Permit Technicians have all required contractor information and applicable fees have been paid
- o The approved building final serves as the Certificate of Occupancy.

## Related Links

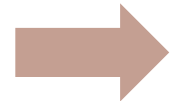
- o [B.I. Documents / General Information](#)
  - o Inspection Guideline
- o [B.I. Documents / Residential Information](#)
  - o Residential Guideline Packet
  - o Master Plan Review Guideline
- o [B.I. Documents / Contractor Information](#)
  - o Contractor Registration Form
- o [Current Building Codes](#)
- o [My Permit Now Instructions](#)

(\*). Applies to some areas of the ETJ

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# CERTIFICATE OF OCCUPANCY

## Process Overview

A Certificate of Occupancy is a document or permit that allows a business to occupy and operate at a specific location. The process of issuing a Certificate of Occupancy ensures that a business complies with zoning or land use ordinances, as well as the building and fire codes of the city. It ensures that the business structure is ready for occupancy.

A Certificate of Occupancy is required any time a new business or non-residential use is occupying an existing or new structure within the city limits. This includes a tenant change, a change in the type of use, a major change in the characteristics of the business, or a new business.

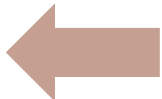
- o For new construction, a separate permit is not required. The CO is part of the building permit process at final inspection
- o For existing buildings/lease spaces, a change in tenants or business ownership changes, requires a separate CO application. A floor plan of the space and an industrial Pretreatment Survey are required as part of this application.

## Typical Milestones

- o Apply online through [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- o 3 to 5 business day review and comment period (applies to initial submittal and resubmittal)
- o Issuance of comment plan review letter sent to applicant
- o Approval letter sent to applicant
- o Permit will be issued, when all required information and applicable fees have been paid
- o A CO is issued once final inspections have been completed by the following: Building Inspections, Fire Marshal, Industrial Pretreatment, Planning, Engineering, and Landscape review.

## Related Links

- o [Current Building Codes](#)
- o [Fire Marshal's Development Standards and Guidance/Permit Applications](#)
- o [Industrial Pretreatment Program Requirements](#) (Utility Connection Survey must be attached to the online submittal)



# MISCELLANEOUS PERMITS

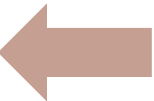
## Permit Types

- o Accessory Structures (i.e., garages, storage sheds, carports, gazebos, arbors, etc.)
- o Decks (over 30")/ Patio Covers
- o Demolition
- o Driveway
- o HVAC Change Outs
- o Irrigation Systems
- o Mobile Food Establishments
- o Manufactured Homes
- o Retaining Walls (over 4')
- o Seasonal Retail, Temporary and Mobile Business and Events
- o Solar Panels
- o Swimming Pools/Spas
- o Temporary Parking (loading & unloading RV/Campers)
- o Tents/Temporary Structures: International Building Code: Section 108: Temporary Structures and Uses: Section 3103: Temporary Structures
- o Water Heaters/Water Softeners

## Typical Milestones

- o Apply online through [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- o Up to 10 business day plan review and comment period (applies to initial submittal and resubmittal)
- o Issuance of comment review letter sent to applicant
- o Approval letter sent to applicant
- o Permit issued, once Permit Technicians have all required contractor information and applicable fees have been paid
- o Required inspections can then be scheduled

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# MISCELLANEOUS PERMITS (CON'T)

## Related Links

- [Accessory Structure Guideline](#)
- [Deck/Patio Guideline](#)
- [Irrigation Guideline](#)
- [Manufactured Home Guideline](#)
- [Swimming Pool & Spa Guideline](#)

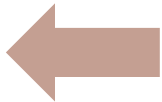
## Required Affidavits (if work is being done by homeowner)

- [Electric Affidavit](#)
- [Plumbing Affidavit](#)
- [Mechanical Affidavit](#)

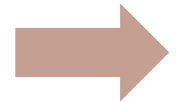
## City Ordinance Links

- [Code of Ordinances Chapter 6](#) (Seasonal, Temporary and Mobile Business and Events)
- [Code of Ordinances Chapter 17](#), Article 17.04 (Stopping, Standing and Parking Regulations)

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# SOURCES

**The following references were utilized in the preparation of this toolkit:**

City of Cedar Park Code of Ordinances

City of Austin Planning and Development Review. *Annexation and Extraterritorial Jurisdiction Planning*.

City of Austin Planning and Development Review. Subdivision Construction Plan. 2014:

Texas Local Government Code. *Chapter 212. Municipal Regulation of Subdivisions and Property Development*. 2014.

Will Schnier, P.E. Big Red Dog Engineering and Consulting. *Land Subdivision: A Practical Guide for Central Texas*.

[Link to Staff Directory](#)

