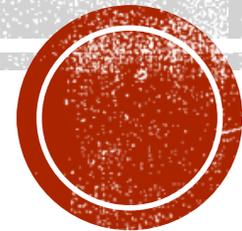


DEVELOPMENT GUIDE

A Guide to Land Development in Cedar Park



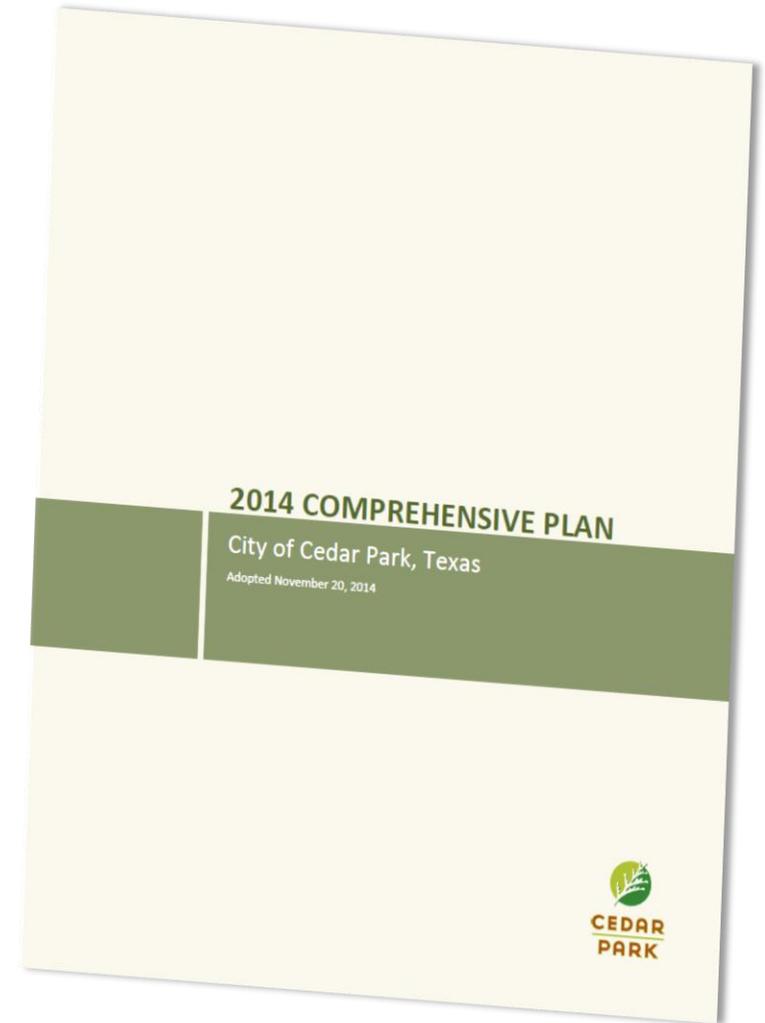
2014 COMPREHENSIVE PLAN

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.

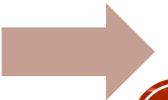
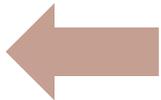
- [Comprehensive Plan](#)



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



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.

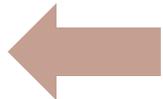
Typical Milestones

- Accept 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

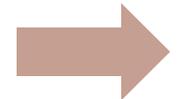
Related Links

- [Application for Voluntary Annexation](#)
- [Comprehensive Plan](#)
- [Transportation Plan](#)
- [Future Land Use Map](#)
- [City/ETJ Map](#)

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ZONING

Process Overview

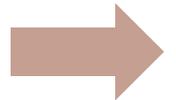
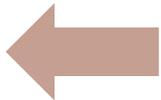
Zoning is the tool by which land use within the City is governed. It applies to all areas within the full purpose city limits. Zoning is carried out in accordance with the comprehensive plan to provide beneficial and appropriate development, protect the character and established pattern of desirable 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
- 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

- [Zoning Application](#)
- [Zoning Submittal Schedule](#)
- [Official Zoning Districts Map](#)
- [Cedar Park Code of Ordinances: Chapter 11 Zoning, Article 11.02 Zoning Districts and Regulations, Division 38 Land Use Chart Comparison](#)
- [Comprehensive Plan](#)
- [Transportation Plan](#)
- [Future Land Use Map](#)



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. Otherwise, a subdivision plat will be required.

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 comment 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

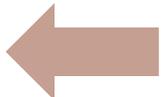
In addition to the preliminary plan and final plat, the applicant may be required to submit a Subdivision Construction Plan to the Engineering Department. Per the City's Subdivision ordinance, public improvements necessary to serve a development must be constructed or a surety instrument for the improvements 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.

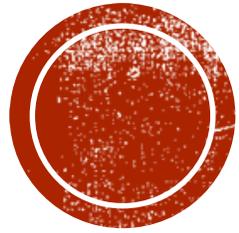
The typical steps in the Subdivision Construction Plan review are as follows:

- 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

- [Subdivision Applications](#)
- [Subdivision Submittal Schedule](#)
- [Voluntary Waiver of 30 day action letter](#)
- [Cedar Park Code of Ordinances: Chapter 12 Subdivision Regulations](#)
- [Official Zoning Districts Map](#)
- [Cedar Park Code of Ordinances: Chapter 11 Zoning, Article 11.03 Height, Setback, and Lot Requirements for All Districts](#)
- [Transportation Plan](#)





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. It is required for all types of nonresidential developments and all applications for condominiums, townhomes, amenity centers and multifamily residential.

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.

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.

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

- [Pre-Development Meeting Application](#)
- [Site Development Permit Application](#)
- [Cedar Park Code of Ordinances: Chapter 14 Site Development, Article 14.05 Access and Off-Street Parking](#)
- [Cedar Park Code of Ordinances: Chapter 11 Zoning, Article 11.03, Height, Setback, and Lot Requirements for All Districts](#)
- [Fire Marshal's Submittal Packet](#)
- [Commercial Submittal Packet](#)
- [Industrial Pretreatment Program Requirements](#)



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.

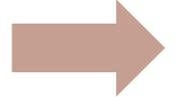
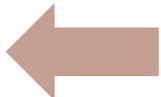
Sign permits require a separate submittal but may be reviewed concurrently with the building plan submittal; however, sign permits will not be issued until the building permit has been approved. Permits are required for monument, wall, banner, and temporary signs.

Typical Milestones

- Plans submitted online through 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 Mylar & CAD have been submitted to the Engineering Department

Related Links

- [Current Building Codes](#)
- [Commercial Guideline Packet](#)
- [Fire Marshal's Submittal Packet](#)
- [Industrial Pretreatment Program Requirements](#)
- [My Permit Now Instructions](#)
- [Sign Guideline Packet](#)
- [Inspection Guideline](#)
- [Contractor Registration Form](#)



RESIDENTIAL BUILDING PERMIT

Process Overview

Building Permits are required to erect, alter or enlarge any structure on your property. Permits are required for work including but not limited to new construction, remodeling, repair and additions.

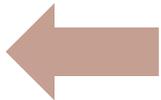
Typical Milestones

- o Plans submitted online through www.mygovernmentonline.org
- 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.

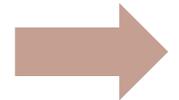
Related Links

- o [Single Family Residential Guideline Packet](#)
- o [Master Plan Review Guideline](#)
- o [Current Building Codes](#)
- o [My Permit Now Instructions](#)
- o [Inspection Guideline](#)
- o [Contractor Registration Form](#)

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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.

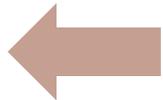
A Certificate of Occupancy is required any time a new business or non-residential use is occupying an existing or new structure. It is not a separate permit, but is included in the building permit process. This includes a tenant change, a change in the type of use, a major change in the characteristics of the business, or a new business.

Typical Milestones

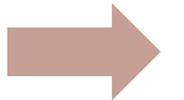
- o Apply online through www.mygovernmentonline.org
- o 10 business day review and comment period (applies to initial submittal and resubmittal)
- o Issuance of comment plan review letter sent to applicant
- o Approval letter sent to applicant
- o Permit issued, once Permit Technicians have all required information and applicable fees have been paid
- o Certificate of Occupancy will be issued once inspections have been completed by both Building Inspections Division and Fire Marshal's office.

Related Links

- o [Current Building Codes](#)
- o [Fire Marshal's Submittal Packet](#)
- o [Industrial Pretreatment Program Requirements](#)



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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 Mobile / 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
- o 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



MISCELLANEOUS PERMITS (CON'T)

Related Links

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

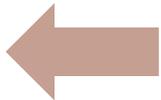
Required Affidavits (if work is being done by homeowner)

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

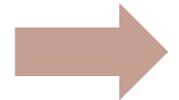
City Ordinance Links

- [Code of Ordinances \(Mobile Food Establishments\)](#)
- [Seasonal Retail, Temporary and Mobile Business and Events Ordinance](#)
- [Temporary Parking Ordinance](#)
- [Permit fee for recreational vehicles parked on public street](#)

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SOURCES

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

City of Cedar Park Code of Ordinances. <http://z2.franklinlegal.net/franklin/Z2Browser2.html?showset=cedarparkset>

City of Austin Planning and Development Review. *Annexation and Extraterritorial Jurisdiction Planning*.
<http://www.austintexas.gov/content/1345/FAQ/2087>

City of Austin Planning and Development Review. Subdivision Construction Plan. 2014:
https://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/27_subdivision_construction_plan_app.pdf

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*.
http://www.bigreddog.com/wp-content/uploads/2013/12/Will-Schnier-Land-Subdivision_A-Practical-Guide-for-Central-Texas-October-29-2010.pdf

[Link to Staff Directory](#)

