



CITY OF
McALLEN



Development Process
General Overview



CITY OF McALLEN



>30 days

Site Plan Review

ITEMS TO BE ADDRESSED PRIOR TO FINAL PLAT APPROVAL

Drainage Report Submittal

Trip Generation/Traffic Impact Analysis Review

- Trip Generation study to be submitted to Traffic Department for Review.
- Based on TG review, a Traffic Impact Analysis could be triggered.

Parkland Dedication Review

- Parks Department to review land dedication requirements.
- If a variance is requested, request is reviewed by City Manager.

McAllen Public Utilities Board Approval

- Subdivision must be presented before MPU Board for approval.
- Required documents include: utility layout, reimbursement form, and an utility narrative.

Possible Sub-Processes

- Rezoning
- Abandonment
- Annexation
- License Agreement
- Contractual Agreement
- Conditional Use Permits

Possible Variances

- ROW dedication, setbacks, block length, cul-de-sac length, etc.
- Drainage and Paving Requirements
- Park Fees
- Septic Tank
- Utilities

Possible Committees' Review

- City Commission
- Zoning Board of Adjustments

30-60 days

FINAL PLAT APPROVAL AT PLANNING AND ZONING COMMISSION

4-8 weeks

4-8 weeks

2-4 Weeks

FINAL PLAT APPROVAL AT PLANNING AND ZONING COMMISSION

PUBLIC IMPROVEMENTS

Letter of Credit

Construction Documents Review and Approval

Pre-Construction Meeting

Notice to Proceed Issuance

Construction of Infrastructure (streets, utility lines, sidewalks, street signs installation, etc.)
Escrows and reimbursements payment (water, sewer, drainage, paving, park fees, etc.)

Final Walk-Thru Inspection and Public Improvements Acceptance

As-BUILTS and Warranty Letter submittal

Electronic tracing submittal and review. Title Report must be submitted to verify ownership and any possible lienholders.

Electronic tracing approval by staff

Mylar printed out and submitted to Planning Department. Mylar must be signed and notarized by property owner and any lienholders.

Route mylar for signatures.

Mylar signed by all required entities.

Recording items must be submitted to Planning Department, including:

- Copy of latest Warranty Deed
- Copy of Approved Drainage Report
- Tax Certificates from City of McAllen, Hidalgo County and Irrigation District (if applicable).
- \$106 Recording Fee from Hidalgo County Clerk's Office. Check or receipt are acceptable.
- \$250 fee from Hidalgo County Drainage District #1. Check or receipt are acceptable.
- Conveyance of Water Rights

Average: 2-4 weeks (varies)

Depends on Engineer and Contractor

30 days

30 days

1-3 days

1-2 days

SUBDIVISION PLAT RECORDING

SITE PLAN REVIEW

- Site Plan Review can be done concurrently with plat review.
- If site plan review is requested while subdivision plat is in process, site plan approval will not be granted until plat is recorded.

DRAINAGE REPORT SUBMITTAL

- Engineer to submit drainage report to HC Drainage District #1.
- Once report is approved by HC Drainage District #1, approved report must be submitted to Engineering Department for City's approval. City's Review average time is 5 days.

TRIP GENERATION/TRAFFIC IMPACT ANALYSIS REVIEW

- Engineer to submit Trip Generation Study to analyze amount of trips generated by new development.
- Traffic Impact Analysis might be triggered based on Trip Generation Study results.
- Traffic Mitigations (traffic signs, medians, access control, street lights, etc.) might be required based on results of Traffic Impact Analysis

PARKLAND DEDICATION REVIEW

- Parks and Recreation Department to review land dedication requirement for residential developments only.
- \$700 per lot or dwelling unit proposed.

MCALLEN PUBLIC UTILITIES BOARD APPROVAL

- Subdivision must be presented before MPU Board for approval.
- Required documents include: utility layout, reimbursement form, and an utility narrative.

POSSIBLE SUB-PROCESSES

- **Rezoning:**
 - Application and required documents to be submitted to Planning Department for review.
 - Rezoning request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **Conditional Use Permits:**
 - Application and required documents to be submitted to Planning Department for review.
 - Rezoning request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **Annexation:**
 - Application and required documents to be submitted to Planning Department for review.
 - Annexation request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **Abandonment:**
 - Application and required documents to be submitted to Planning Department for review.
 - Abandonment request must be presented before Planning and Zoning Commission and City Commission before final plat approval.
- **License Agreement:**
 - Application and required documents to be submitted to Planning Department for review.
 - License Agreement request must be presented before City Commission before final plat approval.
- **Contractual Agreement:**
 - Application and required documents to be submitted to Planning Department for review.
 - Contractual Agreement request must be presented before City Commission before final plat approval.

POSSIBLE VARIANCES

- ROW dedication, setbacks, block length, cul-de-sac length, etc.
- Drainage and Paving Requirements
- Park Fees
- Septic Tank
- Utilities
- Fire Hydrant

- **Construction Documents Review :**

- Full set of construction documents to be submitted to Utilities and Engineering Department for review and approval.

- **Pre-Construction Meeting:**

- Once construction documents are approved by City Departments, Pre-Construction meeting to be scheduled between City Departments, Engineer and General Contractor to discuss final details in regards to public infrastructure construction and materials.

- **Notice to Proceed (NTP):**

- Construction of public infrastructure will not commence until NTP is issued by City Engineer.

- **Construction of Infrastructure:**

- This includes streets, water infrastructure, sewer infrastructure, perimeter sidewalks, street signs installations, fire hydrants, etc.
- Completion timeframe is directly dependent on project engineer and general contractor.

- **Final Walk-Thru Inspection and Public Improvements Acceptance:**

- Final inspection is conducted by City Departments once infrastructure construction has been completed.

- **As-Builts and Warranty Letter Submittal**

- As-Builts and Warranty Letter will be required prior to recording of the subdivision.

- **Escrows and/or Reimbursements Payments:**

- Payments for these items must be completed prior to recording of the subdivision.

LETTER OF CREDIT (LOC)

- **Letter of Credit:**

- Must be completed prior to recording of subdivision.
- If developer's bank decides to not use City's LOC template, City Attorney must approve proposed format before acceptance.
- Estimated timeframe upon submittal is 30 days.

TRACING REVIEW

1. Electronic tracing submittal and review. Title report to be submitted to verify ownership and any possible lienholders.
2. Electronic tracing approval by staff.
3. Mylar to be printed out by engineer and submitted to Planning Department. Mylar must be signed and notarized by property owner and lienholders.
4. Signed mylar is routed for signatures to:
 - Planning and Zoning Chairman
 - City's Mayor
 - Hidalgo County Drainage District #1

RECORDING CHECKLIST

1. Copy of latest warranty deed.
2. Copy of Drainage District #1 Approved Drainage Report.
3. Tax Certificates from:
 - City of McAllen
 - Hidalgo County
 - Irrigation District (if applicable)
4. \$106 Check of Receipt of Hidalgo County Clerk's Office Recording Fee
5. \$475 Check or receipt of Hidalgo County Drainage District #1 Fee
6. Conveyance of Water Rights