

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12

Get Started Right!
Meet with staff to determine first steps. Make sure your project is feasible!

Contact the Planning Department (254) 298-5668

Visit our website at [Planning Website](#)

Zoning
Make sure your zoning is right. Contact the Planning Department (254) 298-5668

Check city maps:
[Temple GIS Maps](#)

Submit to the Planning Department:
• Application
• Digital and hard copies
• Field notes if needed
• Other documents
• Fees

[Rezoning Schedule](#)
[Universal Application](#)

Attend Public Hearing
Attend a Planning and Zoning Commission Meeting

Attend Public Hearing
Attend a City Council Meeting

City Council Second Reading
Ordinance requires two readings for final approval

Check Section 3.3: Rezoning, of the Unified Development Code (UDC)
[UDC](#)

Preliminary Plat (if applicable see UDC Section 3.6.5)
Submit to the Planning Department:
• Application
• Digital and hard copies of plans
• Field notes
• Dedication instrument
• Utility provider transmittal letter
• Drainage plan/letter
• Other documents (see checklist below)
• Fees

[Plat Checklist](#)
[Universal Application](#)
[Plat Review Schedule](#)

Planning Department: (254) 298-5668

Engineering Department (254) 298-5624

Check UDC Section 3.6: Subdivision Plat Review
[UDC](#)

Attend Development Review Committee (DRC) Meeting
Staff meets to discuss their comments with the applicant at DRC review. Applicant submits digital revisions until plat is deemed complete.

More than one DRC meeting may be required.

[Plat Review Schedule](#)
[UDC](#)

Check UDC Section 2.5 Development Review Committee
[UDC](#)

Attend a Planning and Zoning Commission Meeting

Additionally: attend City Council meeting if exceptions to Article 8: Subdivision Design Improvements are requested

[Plat Review Schedule](#)

Check UDC Article 8: Subdivision Design and Improvements
[UDC](#)

Final Plat: Application
Submit to the Planning Department
• Application
• Digital and hard copies of plans
• Field notes
• Dedication instrument
• Utility provider transmittal letter
• Drainage plan/letter
• Other documents (see checklist below)
• Fees

[Plat Checklist](#)
[Universal Application](#)
[Plat Review Schedule](#)

Planning Department: (254) 298-5668
Engineering Department (254) 298-5624

Residential Plat
Submit to the Planning Department (as applicable):
• Civil construction plans (always)
• Storm water Management Plan
• Drainage Report
• Geotechnical Report
• Floodplain Development Application
• Other documents
• Fees
[Floodplain Dev. App.](#)

Attend Development Review Committee (DRC) Meeting
Staff meets to discuss their comments with the applicant at DRC review. Applicant submits digital revisions until plat is deemed complete.

More than one DRC meeting may be required.

[Plat Review Schedule](#)

Check UDC Section 2.5 Development Review Committee
[UDC](#)

If plat is eligible for administrative approval proceed to recordation and close out. Check UDC Section 3.8: Minor or Amending Plat

Residential Plat
Submit to Public Works/ Engineering:
• Storm water Prevention Plan
• Revisions per comments provided by Public Works/ Engineering until plans are approved for construction permit

Attend a Planning and Zoning Commission Meeting
Additionally, attend City Council meeting if exceptions to Article 8: Subdivision Design & Improvements are requested

Check UDC Article 8: Subdivision Design and Improvements
[UDC](#)

Residential Plat
Schedule inspections with Public Works Department for residential infrastructure improvements (254) 298-5660

Recordation and Close Out
Pre-Recordation
Submit to the Planning Department
• 2 mylars to be signed by city officials
• Original executed Dedication Instrument with original field notes to be signed by legal dept.
• One digital CAD file of plat

Post-Recordation
• 1 mylar of recorded plat
• 5 hard copies of recorded plat
• Original recorded dedication instrument
• Original recorded easement agreements (if applicable)

See Procedures for Plat Recordation
[Procedures for Plat Recordation](#)

Pay Park Fees

Request Letter of Acceptance
(254) 298-5660

Residential Plat
Schedule final walk through with Public Works/ Engineering

Building Permit
Submit to Permitting and Inspections:
• Universal Commercial/ Residential Application
• All plans (see requirements below)
• Fees

[Permitting and Inspections will provide comments within 10 business days](#)

[Applications](#)
[Residential Permit Requirements](#)
[Commercial Permit Requirements](#)
[New Commercial Packet](#)

Email questions and applications to:
permitapplications@templetx.gov

Check UDC Section 3.13: Building Permit
[UDC](#)

Submit to Permitting and Inspections (as applicable) with Commercial Building permit application:
• Civil construction plans (always)
• Storm water Management Plan
• Drainage Report
• Geotechnical Report
• Floodplain Development App.
• Other documents
[Floodplain Dev. App.](#)

Submit to Permitting and Inspections:
• Electronic revised plans per comments
• Other requested documents
[Check Permit Status](#)

If permit is approved proceed with construction. Schedule inspections as needed with:
• Building /Mechanical Inspectors
• Electrical Inspector
• Plumbing Inspector
• Fire
• Development Review Coordinator (for commercial)

Contact Inspections Hotline to schedule inspections (254) 298-5640

Submit to Public Works/ Engineering:
• Storm water Prevention Plan
• Revisions per comments provided by Public Works/ Engineering until plans are approved for construction permit

Schedule inspections with Public Works Department for commercial infrastructure improvements (254) 298-5660

Schedule Certificate of Occupancy Inspection (254) 298-5640

Schedule final walk through with Public Works/ Engineering

Pay Park Fees

Request Letter of Acceptance
(254) 298-5660

City of Temple Development Review Guide