



CITY OF GRAPEVINE

PRE-APPLICATION INFORMATIONAL SHEET

Thank you for your interest in developing in the City of Grapevine. To best manage the applications for new development and redevelopment, applicants are encouraged to meet with the city's Technical Review Committee (TRC) to discuss proposals before making a formal submittal. The purpose of the pre-application meeting is to allow the applicant to become more familiar with the City's development ordinances and procedures and to ensure that applications will contain the required information.

Staff members representing the following departments will be present at the meeting: Planning Services Department (planning, landscape, and tree preservation), Public Works (water, wastewater, stormwater, transportation engineering, and solid waste collection), Fire Department (life/safety) Parks & Recreation Department (open space, sidewalks and trails), Building Services Department (life/safety), and Economic Development (targeted industries). If the proposal is located within a City historic district or has a historic sub-district landmark overlay designation, our Historic Preservation Officer will also attend.

HOW TO SCHEDULE A MEETING: Pre-application meetings are held any day of the workweek between 8 a.m. and 4 p.m. Applicants can request a meeting appointment by contacting the Planning Services Department's main phone number at (817) 410-3155 or our planning technician at planning@grapevintexas.gov. Please plan for a minimum of one week between the meeting request and the meeting date.

Your request should include a conceptual drawing that is to scale of the property showing buildings, parking, uses, and fire lanes. The request should also include a brief narrative explaining the development proposal and any specific questions your team may have.

STEPS TO TAKE BEFORE THE PRE-APP CONFERENCE: Review all development related ordinances and requirements relative to new and redevelopment prior to the pre-application meeting. Links to this information is available on the City's website.

Suggested links include:

- Planning Services Department - <https://www.grapevintexas.gov/134/Development-Services>
- City's GIS Mapping Portal - <https://www.grapevintexas.gov/148/Maps>
- Public Works Department - <https://www.grapevintexas.gov/493/Public-Works>
- Fire Department - <https://www.grapevintexas.gov/1354/Permits>
- Parks & Recreation - <https://gograpevine.com/about/parkdev/>
- Building Services Department - <https://www.grapevintexas.gov/135/Building-Inspection>
- Economic Development - <https://www.choosegrapevintx.com/>
- Historic Preservation - <https://www.grapevintexas.gov/284/Historic-Preservation>

SUGGESTED DUE DILIGENCE BY DEPARTMENT:

Planning Services

- Prior to the pre-submittal meeting, please verify whether the specific zoning district permits the proposed use.
- **Note:** Properties within a historic preservation overlay district or historic sub-district landmark overlay are subject to additional “overlay” standards as found the City’s Zoning Ordinance.
- For Planned Developments, please refer to the requirements in Section 41 of the Zoning Ordinance.
- For projects within the Central Business District, refer to the requirements in Section 28 of the Zoning Ordinance.
- For projects within the Transit District Overlay (TDO), refer to the requirements in Section 41a of the Zoning Ordinance.
- Fees are stated on the City’s development application fee schedule and within the application checklists.
- Submittal deadlines are always the first Monday of each month, unless that Monday is a city holiday and, in that case, will be the following Tuesday.
- Standard notes and language for plans.
- Applications and Checklists by project type.
- Zoning change requests, planned developments, conditional use permits, and special use permits take approximately 6-7 weeks from submittal to joint P&Z/City Council meeting. Incomplete applications and delays in resubmitting corrected plans and plats will postpone items from being considered by the P&Z/City Council.

Public Works

- Preliminary plats, final plats, replats, amending final plats and preliminary engineering drawings are submitted at the same time as those development applications mentioned above to Public Works. These will be heard at the same joint P&Z/City Council meeting as Planning Services development applications.
- Final plats must be filed prior to release for construction of public improvements. If changes occur in the field requiring changes to the final plat, a subsequent replat must be submitted, approved and filed prior to release of certificates of occupancy from Building Services.
- Identification of franchise utility locations and easements must be provided at the time of Site Plan submittal to ensure there are no encroachments or interference with city utilities, trees and other required landscaping. This will require the developer to work with the franchise utility provider(s) in advance of the site plan submittal. Staff will require that the applicant provide confirmation from the franchise utility provider that the plan meets their needs.
- **Note:** The City collects water, wastewater and stormwater impact fees for new development. Credits may be given for redevelopments under certain circumstances.
- Water, sanitary sewer, and storm sewer lines must be extended to adjacent developments where applicable.
- On site detention is required for commercial development unless a downstream assessment is provided.

- Refer to the City’s [Engineering Standards](#) regarding [design standards](#), [construction standard details](#), technical specifications, approved materials list, and general notes.
- The developer of a site is responsible for dedicating right-of-way for adjacent roadways and constructing half of a planned thoroughfare adjacent to the site.

Building Services

- The Grapevine Building Services Department has adopted the 2021 Edition of the International Building Codes (IBC) with local amendments. Additional information can be obtained through the [Building Services Department](#).

Fire Department

- The Grapevine Fire Department has adopted the 2015 Edition of the International Fire Code (IFC) with local amendments. Additional information can be obtained through the [Fire Prevention Division](#).

Parks & Recreation

- All residential development is subject to dedication of public parkland or the payment of a fee in lieu of dedication.
- Depending upon the location, residential and commercial development may be subject to the granting of an easement or the construction of a Hike and Bike Trail per the [Grapevine Parks and Recreation 2018 Master Plan](#).
- Contact Department to coordinate project specific tree preservation efforts. Replacement cost for protected trees for 2024 is \$320.41 per caliper inch. This fee was determined for the average cost of a 3-inch caliper native shade tree and tree planting costs.

Links to References

[Zoning Ordinance](#)

[Comprehensive Master Plan](#)

[2021 IBC](#), as amended

[2015 IFC](#), as amended

[Open Space and Other Development Fees](#)