
Master Plan Review

User Guide



**PLANNING &
DEVELOPMENT
DEPARTMENT**

PROJECT DESCRIPTION

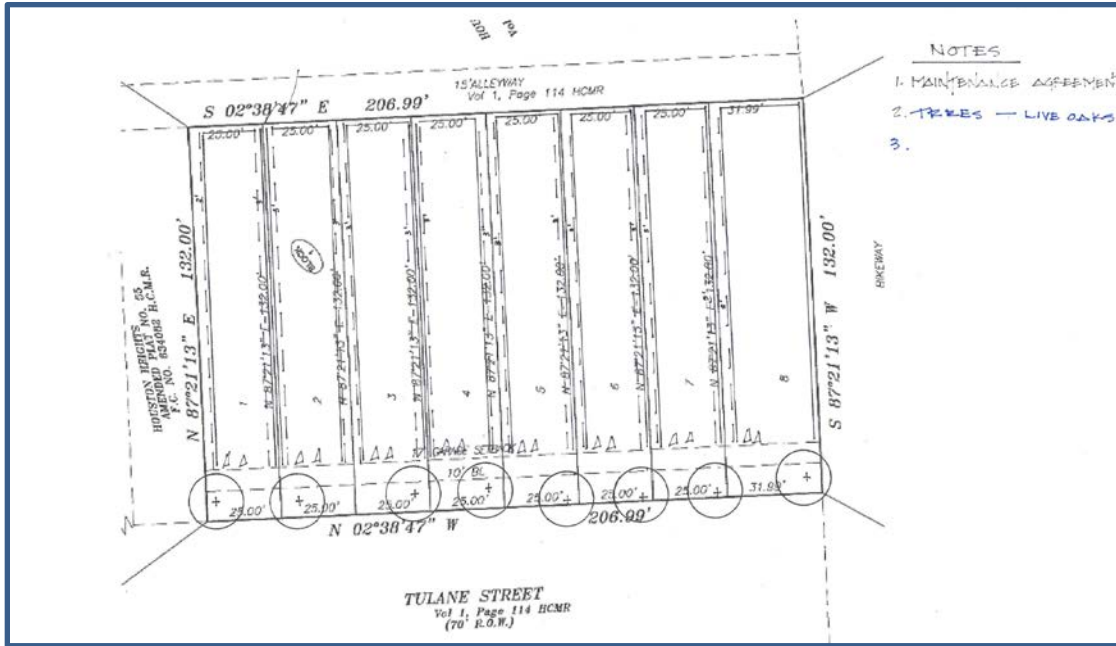
1. Beginning March 1, 2020, any master-planned residential development located within a single recorded subdivision may be reviewed in its entirety upon the first permit application, with subsequent applications being exempted from additional P&D review.
 - Master reviews are limited to residential properties located within a single subdivision plat recorded no earlier than January 2015 and may contain no more than 20 individual lots.
 - The master plan must show the entire subdivision plat and all required parking, landscaping, building lines and utility easements. The envelope indicating the maximum exterior dimensions for all lots and structures, subject to the master review, must be clearly identified.
 - An initial review will be conducted on the entire site and will be noted in the permit system. No subsequent building permits associated with the plat will be routed to P&D.
2. The pilot program will last a minimum of 90-days and will be announced with complete instructions and requirements through the HPC website and on the P&D website. In addition, P&D will provide detailed information to interested parties for publications in other media.
3. At the end of the 90-day trial P&D will review the results (including comments from staff, HPW and customers) with HPW and the HPC Advisory Committee to determine the viability and details of a permanent process.

REQUIREMENTS FOR MASTER PLAN REVIEW

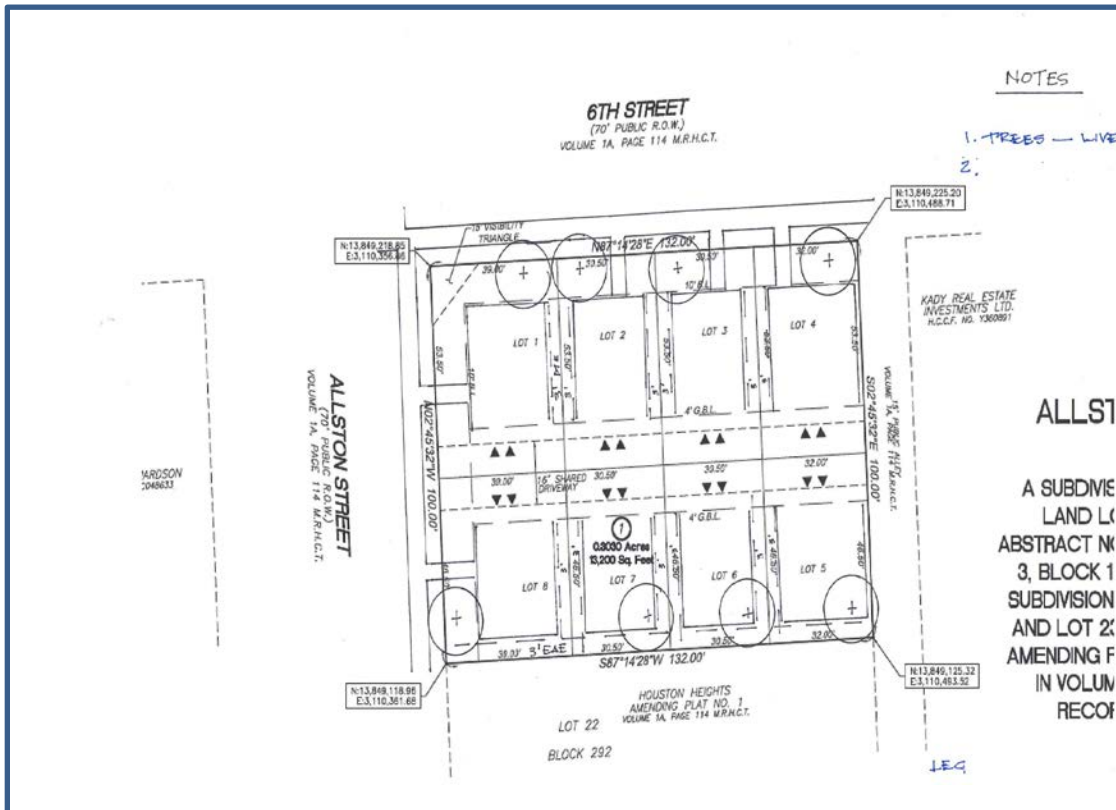
Applicants wishing to participate in the trial Master Plan Review (MPR) must follow the criteria listed below:

1. MPR reviews are limited to residential properties located within a single subdivision plat recorded no earlier than January 2015. The developer's intent is to construct identical residences on each lot.
2. Each MPR submission may contain no more than 20 individual lots.
3. Applicants must alert the check-in plan reviewer of the master plan reference with a legible notation on the building permit application.
4. The initial residential building permit must include a site plan, elevations, floor plans, and a copy of the recorded subdivision plat.
5. Documentation of all encumbrances that are identified on the property, such as maintenance agreements, must be provided to P&D with the first building to be permitted through MPR.
6. Applicant must seek written approval from the Urban Forester should the applicant plan to remove or relocate a street tree(s) prior to submitting the master plan.
7. MPR must show the 10' – 17' building line diagram if applicable.

SAMPLE MASTER PLANS:



10' - 17' SFR Development Type



Shared Driveway SFR Development Type

PROCEDURES

The HPW staff reviewers will be first to identify a submission under the MPR pilot project. For all new residential building permits, HPW staff will be directed to look for a notation from the applicant indicating a request to participate in the trial program. The notation, by the applicant, must be included on the building permit application for a new residential house.

CONTACTS

If there are questions, contact Hector Rodriguez 832 393 6575