

## **DEVELOPMENT REVIEW COMMITTEE MEETINGS**

### **WHAT IS THE DRC?**

The term "DRC" stands for the "Development Review Committee" of the City of Mansfield. The purpose of the DRC is to assist citizens and developers with their developments and to advise them on City policies and regulations. The committee is made up of representatives from the following municipal departments:

- Planning Department
- Engineering Department
- Fire Department
- Building Inspection Department

When necessary, personnel from other municipal departments (e.g., the Police Department and the Sanitary Sewer Pre-treatment Program) will participate in the development review.

### **WHO SHOULD MEET WITH THE DRC?**

Developers, architects, construction contractors, property owners and others who are involved in the preparation of a plat, construction plans, etc., for a development project in the City of Mansfield.

### **WHY MEET WITH THE DRC?**

A meeting with the DRC is not a mandatory requirement of the permit application process. It is, however, strongly recommended for the following benefits:

1. An opportunity to consult with staff while considering a development.
2. An enhanced understanding of the City's regulations and review process.
3. Avoids unnecessary expenses and loss of valuable time by identification of potential problems during the concept stage.
4. Allows a chance to review plans with staff for advice on City policies and regulations prior to completing final designs on a development.
5. Coordinates the review efforts of several municipal departments in a single meeting that otherwise would have taken more time.
6. Provides a chance for the exploration of alternatives to problems discovered during the review process.

### **HOW TO SCHEDULE A DRC MEETING?**

The DRC meets every Wednesday morning. The deadline for scheduling an appointment is 12:00 noon on the Friday prior to the meeting.

Eight folded paper copies or one electronic copy in PDF format of the preliminary site plan should be forwarded to the Planning Department by 12:00 noon on the Friday prior to the meeting. The preliminary site plan will be distributed with the meeting notice to Staff for review prior to the meeting. The preliminary site plan should include:

- a. The location of the proposed development.

- b. Boundaries of the property in question.
- c. The location of each existing and proposed building and structure.
- d. A floor plan showing the utilization of space for each structure.
- e. The location and arrangement of all curb cuts, private streets and drives, pedestrian walks (if any), parking and loading areas.

Please contact Art Wright in the Planning & Zoning Department at (817) 276-4226 to schedule an appointment.

### **PREPARING FOR THE DRC MEETING**

In order for the DRC to adequately review your development proposal, you should bring the following information to the meeting:

1. Information to help the DRC understand the nature of the proposed development.
2. A location map of the proposed development.
3. Three copies of a scaled site plan showing:
  - a. Boundaries of the property in question.
  - b. The location of each existing and proposed building and structure.
  - c. Elevation of the building and structure.
  - d. Proposed landscaping and screening.
  - e. The location and arrangement of all curb cuts, private streets and drives, pedestrian walks (if any), parking and loading areas.
  - f. The location and screening of outside trash storage facilities.
  - g. The location of existing utilities and fire hydrants (if known).
  - h. The location of drainage ways and significant natural features, including existing trees and topography, if available.
  - i. The location and design of all proposed signs.
4. Three copies of a floor plan showing the utilization of space.
5. Information on all hazardous and flammable materials to be used or stored on site.
6. One copy of the final plat of the property (if the property is platted).

Note: It is NOT mandatory that you provide the information above in order to attend the DRC meeting. It will, however, allow members of the DRC to review and provide advice on all aspects of the proposed development.

### **RULES OF THE DRC MEETING**

1. Due to the number of key staff personnel who must coordinate their time for a DRC meeting, deviations from the appointment or meeting schedule described above will be extremely difficult. For persons who cannot meet with the DRC

during its pre-determined schedule, individual members of the DRC are available for consultation during regular office hours.

2. A development that has already been reviewed two times by the DRC will not be scheduled for a third appointment, unless conditions have changed substantially to warrant another meeting.
3. **The comments provided by Staff at DRC meetings are informational only and DO NOT confer approval of any plan or project. Additional comments related to your project will be provided upon review of a formal development application. A meeting with the DRC is not intended as a substitute for reading and applying the appropriate City development codes and ordinances to your project.**