



## **SCHEDULING A PRE-APPLICATION MEETING COMMON DEVELOPMENT ISSUES & RESOURCES**

---

The recommended first step in the development process is to contact the Planning Division to determine if a Pre-Application Meeting is warranted. Pre-Application Meetings are intended to be an exchange of information between City Staff and the applicant regarding key aspects of the development process. The purpose of the Pre-Application Meeting is to:

- Allow the applicants to become more familiar with the applicable development codes and procedures.
- Assist the applicant in preparing a complete application with the required information.
- Identify major issues applicable to each site
- Discuss the development review schedule and the roles of the Planning & Zoning Commission and City Council.

At a minimum, representatives from Planning and Engineering Divisions will attend the meeting. Depending on their availability and the topics of the proposed development, staff representing the Fire Marshal's Office, Police, Public Works, Building Inspections, and Economic Development may attend or will provide follow-up comments if applicable. Meetings are conducted at City Hall, 3300 Corinth Parkway, Corinth, TX 76208.

### **HOW TO SCHEDULE A MEETING**

To determine if a pre-application meeting is warranted, please contact the Planning Coordinator at (940) 498-3265 or via email at [planning@corinthtx.gov](mailto:planning@corinthtx.gov) to discuss available options. Note that because our timeslots fill up quickly, we recommend requesting an appointment a minimum of two weeks in advance of your target meeting date.

Pre-Application submissions must be received by Noon on Tuesdays to be scheduled for a Pre-Application Meeting held on the following Tuesday with sessions starting at 10:00 AM and ending at 12:00 PM. Sessions are typically set for 60-minute increments depending on the complexity of the project. Applications are accepted on a rolling basis. If all time slots are taken, we will offer a slot on the next available Pre-Application Meeting date.

### **PRE-APPLICATION SUBMISSION REQUIREMENTS\***

- Completed Pre-Application Conference Worksheet, Checklist, and Vested Rights Waiver Form (Note - form must be signed by Owner(s) and Authorized Agent)
- Concept Plan (PDF)
- Project Narrative and any Preliminary Questions for DRC Members

**\*Pre-Application Meeting Submission Packet can be found via the link below:**

<https://www.corinthtx.gov/planning-development/page/development-related-documents>

### **INFORMATION AND RESOURCES**

The outlines on the following pages identify issues and reference codes common to developing in Corinth. The City's website also contains information that will assist in the development process. Reference the **Planning and Development Webpage** for additional information at: <https://www.corinthtx.gov/planning-development/page/planning>

## **PLANNING**

- Verify whether the zoning on the property permits the proposed use. If a zoning change is required, the site should be rezoned in accordance with the Comprehensive Plan.
- A flowchart of the **Planned Development/Rezoning Process** is available at: [https://www.corinthtx.gov/sites/default/files/fileattachments/planning\\_and\\_development/page/9961/pd\\_rezoning\\_process\\_flowchart.pdf](https://www.corinthtx.gov/sites/default/files/fileattachments/planning_and_development/page/9961/pd_rezoning_process_flowchart.pdf) chart\_1-4-24\_rev5.pdf
- The City's Unified Development Code (UDC) is available at: [https://library.municode.com/tx/corinth/codes/unified\\_development\\_code](https://library.municode.com/tx/corinth/codes/unified_development_code)
- The Envision Corinth 2040 Comprehensive Plan is available at: <https://www.cityofcorinth.com/development-https://www.corinthtx.gov/planning-development/page/envision-corinth-2040-comprehensive-plan-0>
- Frequently used Applications may be found at: <https://www.cityofcorinth.com/development-services/page/development-https://www.corinthtx.gov/planning-development/page/development-related-documents>
- Plat applications are accepted on specific dates outlined in the **Development Calendar** linked here: [https://www.corinthtx.gov/sites/default/files/fileattachments/planning\\_and\\_development/page/9961/2026\\_development\\_calendar.pdf](https://www.corinthtx.gov/sites/default/files/fileattachments/planning_and_development/page/9961/2026_development_calendar.pdf)
- Requests for Rezoning and Site Plans Applications are accepted on a rolling basis and are subject to a "Completeness Review."
- **Key Design Points to Consider When Developing in Corinth:**
  - Landscape Edge Buffer Requirements along Collector and Arterial Streets ([UDC Subsection 2.09.01](#))
  - Residential Adjacency Standards ([UDC Subsection 2.09.05](#))
  - Tree Preservation Requirements ([UDC Subsection 2.09.02](#))
  - Park and Trail Requirements related to development types. Note that for multifamily development, private recreation areas are required ([UDC Subsection 2.04.07.C.8](#)) at a minimum of 8% of the gross complex area and are in addition to the park dedication requirements of [UDC Subsection 3.05.10](#)
  - Vehicle Parking Area Landscape Requirements ([UDC Subsection 2.09.03](#))
  - Sign and Fence and/Screening Regulations ([UDC Section 4](#)) e.g., address dumpster and mechanicals (rooftop and ground)
  - Building Façade Materials Standards ([UDC Subsection 2.09.04](#))
  - Non-Residential Architectural Standards ([UDC Subsection 2.09.06](#))
  - Dumpster Circulation - Reference Community Waste Disposal's Commercial Trash and Recycling Guidelines: <https://www.communitywastedisposal.com/wp-content/uploads/2021/07/0-CWD-Commercial-Trash-and-Recycling-Guidelines-071921.pdf>
  - Stormwater facilities design designed as an amenity to complement overall site design ([UDC Subsection 2.09.01.D](#))
  - Access Management ([UDC 3.05.04](#))
  - Connections to existing streets ([UDC Subsection 3.05.13](#))

## **CIVIL ENGINEERING**

- At time of building permit, the City collects Roadway, Water and Wastewater Impact Fees. Contact [PWAdmin@corinthtx.gov](mailto:PWAdmin@corinthtx.gov) for an impact fee estimate. (Note the number of units, building square footage, water meter size, irrigation meter and type of development (hotel, office, retail, SF residential).
- The City follows the NCTCOG Integrated Stormwater Management (iSWM) program for new development and post development projects.
- Detention ponds shall be wet or underground unless a waiver from City staff is approved.
- Development shall be served by two separate sources of water (looped system).
- Water and sanitary sewer lines must be extended to adjacent developments where applicable.
- Please refer to the City's Engineering Standards regarding design standards, construction standard details, technical specifications, approved materials list, and general notes. <https://www.corinthtx.gov/engineering/page/resources-and-documents>
- Wastewater service laterals shall be a minimum 4 inches for residential and 6 inches for commercial developments. Manholes are required for laterals 6 inches or larger connecting to the main line.
- Minimum sanitary sewer manhole size is 5-foot diameter.
- Stormwater discharges from proposed developments shall be done in a manner to be non-erosive. Efforts to stabilize creeks

and outfalls should be taken to minimize erosion.

- All easements dedicated to the City are a minimum of 16 feet wide. Additional width may be required depending on the depth of the public service line. Easements between residential lots shall be located entirely on one lot.
- No landscaping, dumpster enclosures, structures (with exception of flatwork sidewalks, parking stalls and drive aisles) shall be allowed in public easements.
- Full panel concrete pavement replacement will be required if pavement is cut more than sawcut for driveway connections.
- Driveways ([UDC Subsection 3.05.04 - Access Management](#))
- All sites require two points of access, one of which must connect to a median opening. Driveways associated with a median opening must have minimum 5-foot wide raised median with minimum 24-foot width paving on either side.
- All driveways on Arterial and Collector streets must include a Traffic Impact Analysis (TIA) or a TIA waiver form.
- The developer of a site is responsible for constructing median openings, left-turn lanes and deceleration lanes to driveways.
- Driveways typically must be spaced 200 feet apart on Arterial Streets, 150 feet apart on Collectors, and further apart on TxDOT roadways.
- All connections to TxDOT roadways must follow TxDOT design standards and permit guidelines. Submit TxDOT permit to City Engineering, and the City will submit the permit to TxDOT. Include all necessary TxDOT details and permit form. The City will sign the permit form.
- The site shall provide for cross-access to adjacent properties (and may need to obtain access easements from an adjacent property to build a shared driveway).
- Driveways shall provide the required on-site stacking/throat depth before giving access to parking spaces or drive aisles.
- Dead-end parking rows are not permitted.
- Uses such as child care facilities, public and private schools, may be required to submit a Queuing and Traffic Circulation Study as part of the application to ensure the site can accommodate drop-off and pick up of students without negatively impacting the adjacent streets. Child care facilities and schools require a stacking lane that is outside of a fire lane.

## **FIRE DEPARTMENT**

- The City has adopted the 2021 Edition of the International Fire Code with local amendments. The local amendments can be located at: <https://www.corinthtx.gov/fire-services/page/permit-review-essentials>
- The City of Corinth is an ISO Class 2 regarding property insurance classification.
- Minimum of two points of access. – MF > 100-units, SF > 30-units, Comm/Indu. > 62,000-SF. Separation of access roads shall be not less than ½ the length of the maximum overall diagonal of the lot, measured in a straight line between access points. Appendix D104, D106, D107
- Permits are required for temporary fuel tanks prior to drop off or double the fee will be assessed.
- Permits are required for Hot Works and Welding Operations prior to work or double the fee will be assessed.
- Fire lanes must be provided within 150 feet of all exterior walls of any building. 503.1.1
- The fire lane shall be a minimum of 24 feet wide. Buildings 30 feet or higher in height are required to have a minimum of a 26-foot wide fire lane and shall be positioned parallel to one entire side of the building. One of the 26-foot wide fire lanes shall be located a minimum of 15 feet from the building and no more than 30 feet. Appendix D Section 105.
- The inside turning radius of the fire lane shall be a minimum of 26 feet. IFC 503.2.4
- Dead-end fire lanes are only permitted with approved turnarounds. IFC 503.2.5 and IFC & Amendment D103
- All access-controlled gates and barricades within the fire lane shall be electric with automatic access and a manual disconnect. Amendment 503.6.1 and IFC & Amendment D103
- Traffic calming devices (speed bumps) are prohibited. IFC 503.4.1
- Fire hydrants must be provided at the entrances and intersections. Amendment 507.5.1
- As properties develop, fire hydrants shall be located at all intersecting streets and the maximum spacing shall be: 500-feet residential, 400-feet sprinklered multi-family or 300-feet non-sprinklered multi-family, 500-feet for sprinklered or 300-feet for non-sprinklered other. Distances between hydrants shall be measured along the route that fire hose is laid by a fire apparatus from hydrant-to-hydrant, not as the “crow flies.” Amendment 507.5.1
- The fire lanes and fire hydrants shall be installed and tested prior to beginning vertical construction of the building.
- Address shall be posted on the property at all times during construction. Amendment 505.1
- Fire hydrants shall be located 2 feet to 6 feet back from the curb or fire lane and shall not be located in the end of a bulb of a cul-de-sac but at the beginning of the bulb. Amendment 507.5.1
- There shall be a minimum of two (2) fire hydrants serving each property within the prescribed distances listed above. A

minimum of one fire hydrant shall be located on each lot. Amendment 507.5.1

- A minimum 10-foot unobstructed width shall be provided around a building for adequate Fire Department access. A continuous row of parking and landscaping shall be considered a barrier. Amendment 503.1.1
- An automatic fire sprinkler system shall be required for ALL proposed buildings if the square footage exceeds 6,000 square feet or the occupant load within the assembly occupancy exceeds 100 people. Amendment 903.2.11.9
- An approved fire hydrant shall be located within 100 feet of the FDC and along an unobstructed path. Amendment 912.2.3
- FDC shall be located within 50 feet of a fire lane. Amendment 912.2.4
- One-and two-family dwellings required automatic fire systems. NFPA 13D automatic fire protection systems shall be provided in all one-and two-family dwellings with a conditioned floor and attached garage area of 6,000 square feet or greater, Amendment 903.2.11.9 and 903.3.1.3
- The maximum dead- end cul-de-sac length shall not exceed 600 feet as measured from the centerline of the intersection street to the center point of the radius.
- Cul-de-sacs shall have a minimum of 100-foot radius.
- Buildings that require a sprinkler and/or fire alarm system shall require sufficient Knox Box systems. Location of Knox Box shall be determined by the fire department. IFC 506.1
- Fire sprinkler systems and fire alarm systems shall apply to mini-warehouse/self-storage buildings. Amendment 903.2.9.5

## **PARKS**

- All residential development is subject to dedication of public park and trail dedications ([UDC Subsection 3.05.10](#))
- The required conveyance of land shall be either:
  - One (1) acre of land per 50 residential units, not less than 1 acre
  - The payment of a fee in lieu of dedication - \$550/dwelling unit.
- The decision whether to accept dedication, payment of the fee or a combination will be made by the City Council upon recommendation by staff.
- The dedication of park land requires approval by the City Council.
- Depending upon the location, residential and commercial development may be subject to the granting of an easement and/or the construction of a Hike and Bike Trail.

## **BUILDING INSPECTIONS**

- <https://www.corinthtx.gov/building-services>
- Electronic Plan review – PDF documents submit to [Permits@corinthtx.gov](mailto:Permits@corinthtx.gov)
- To apply for a permit, visit Civic Access Portal at <https://cityofcorinthtx-energovweb.tylerhost.net/apps/selfservice#/home>
- Additional instructions on how to register for Civic Access can be found at [https://www.corinthtx.gov/sites/default/files/fileattachments/building\\_services/page/3581/permits\\_submittal\\_process\\_1.pdf](https://www.corinthtx.gov/sites/default/files/fileattachments/building_services/page/3581/permits_submittal_process_1.pdf)
- To schedule a building inspection, please contact (940) 498-3207

## **HEALTH**

- The City has adopted the 2015 Texas Food Establishment Rules with local amendments.
- The City of Corinth only allows dogs to be present on outdoor patios per the City's Code of Ordinances (service animals are exempt).
- All restaurants shall have a grease trap or interceptor and shall be located outside.
- Used oil bins shall be stored within dumpster enclosures, or otherwise screened from view from public right-of-way.
- Finishes located within the food preparation, storage, service and restroom(s) areas shall comply with smooth, durable, easy to clean, non-absorbent and light in color. Recommended LRV of 50 or Higher. Sample boards are highly encouraged to be submitted for approval prior to applying for the building permit.
- Ventilation- shall be sufficiently sized to keep facility free of excessive heat, odors, smoke, and fumes. Please note, Type 1 or Type 2 hood are often required if the equipment states "vent-less system".
- All equipment shall meet the National Sanitation Foundation or an equivalent certifying body.
- Floor drains shall be centrally located within the food preparation, food service and restrooms.
- Openings to the outside shall be effectively protected against the entrance of pest by closing holes and other gaps along floors, walls, and ceilings. Tight-fitting, self-closing doors, which are kept closed; closed windows, screening (16 mesh), or

- properly designed and installed air curtains to control flying insects.
- On-site laundry facilities shall be located separately from the food preparation, food service, and food storage areas.
- Dressing rooms and locker rooms shall be designated and used for that purpose. These designated rooms shall not be used for food preparation, food storage or service, or for utensil washing. Lockers may be located in packaged food and/or single service article storage rooms.
- When accessing the restrooms, the traffic of unnecessary persons through the food preparation and utensil washing areas is prohibited.

#### **CODES AND RELATED ORDINANCES:**

- Unified Development Code: [https://library.municode.com/tx/corinth/codes/unified\\_development\\_code](https://library.municode.com/tx/corinth/codes/unified_development_code)
- Code of Ordinances: [https://library.municode.com/tx/corinth/codes/code\\_of\\_ordinances](https://library.municode.com/tx/corinth/codes/code_of_ordinances)
- Sign Ordinance - [https://library.municode.com/tx/corinth/codes/unified\\_development\\_code?nodeId=S4SIFESCRE\\_SUBSECTION\\_4.01SIRE](https://library.municode.com/tx/corinth/codes/unified_development_code?nodeId=S4SIFESCRE_SUBSECTION_4.01SIRE)
- 2021 International Fire Code with local amendments - [https://library.municode.com/tx/corinth/codes/code\\_of\\_ordinances?nodeId=TITIXGERE\\_CH93FIPRFI\\_FICO](https://library.municode.com/tx/corinth/codes/code_of_ordinances?nodeId=TITIXGERE_CH93FIPRFI_FICO)
- Code Adoptions: [https://library.municode.com/tx/corinth/codes/code\\_of\\_ordinances?nodeId=TITXVLAUS\\_CH150BURE](https://library.municode.com/tx/corinth/codes/code_of_ordinances?nodeId=TITXVLAUS_CH150BURE)
- 2021 International Energy Conservation Code (IECC) with local amendments
- 2021 International Fuel Gas Code (IFGC) with local amendments
- 2021 International Plumbing Code (IPC) with local amendments
- 2020 National Electrical Code (NEC) with local amendments
- 2021 International Mechanical Code (IMC) with local amendments
- 2021 International Property Maintenance Code (IPMC) with local amendments
- 2021 International Residential Code (IRC) with local amendments
- 2021 International Building Code (IBC) with local amendments

#### **DOCUMENT SUBMITTALS**

For Zoning, Plat, Site Plan and Civil Engineering Plans submit pdf and dwg documents to [Submittals@corinthtx.gov](mailto:Submittals@corinthtx.gov)

For Building Permits submit pdf and dwg documents to [Permits@corinthtx.gov](mailto:Permits@corinthtx.gov)