

Complete Submittal Requirement – City of Mesquite Accepting Residential Building Permit Applications on Early Release Lots in New Subdivisions

This requirement for a complete submittal on Early Release Lots is in addition to all other complete submittal requirements for residential building permits.

I. Definitions:

“Applicant” means any person, developer, contractor, homebuilder or any other entity that submits or attempts to submit a building permit application.

“Developer” means the entity installing infrastructure in the new subdivision or otherwise responsible for compliance with the Subdivision Ordinance of the City.

“Early Release Lot” means a parcel within a new subdivision for which a building permit application will be deemed complete prior to full acceptance of the subdivision by the City.

“Form ER” means the form entitled “City Sign-Off on Early Release of Residential Lots.”

II. An Applicant shall be eligible to receive a Form ER for the construction of a home on an Early Release Lot, subject to the following conditions and limitations:

- The total number of Early Release Lots shall not exceed 10% of the lots for the phase under construction. This 10% lot count includes model homes and sales trailer.
- Only one sales trailer shall be permitted for each homebuilder in the subdivision, regardless of the number of phases. A sales trailer shall not be authorized earlier than issuance of the homebuilder’s first Form ER.
- The Developer shall comply with Section III.

III. The Developer shall complete the following items prior to the City issuing a Form ER:

- The Developer shall submit a written request to the Planning and Development Services Case Manager specifying the lots to be considered for early release. The list shall include the subdivision name, block & lots and the street addresses.
- The Developer shall provide the Case Manager either a copy of the City approved Home Owners Association (HOA) agreement, if required, or pay the applicable escrow fees for maintenance of screening walls and common area improvements. The Developer shall file the City-approved HOA agreement with the appropriate county and state the recording information on the Final Plat.
- The Developer shall install street name and traffic signs, pavement markings, and street lighting within the early release lot area and install barricading to prohibit vehicle access to all other construction areas. The Developer shall request acceptance of same from the Manager of Traffic Engineering and Street Lighting.

- The Developer shall complete lot grading including the Engineering Division acceptance of the lot density certification (FHA Data Sheet 79-G letter).
- The Developer shall have completed screening walls and/or retaining walls adjacent to the Early Release Lots.
- The Developer's Design Engineer shall complete the lot elevation certifications and submit them by letter to the Engineering Division.
- Utilities, water, sewer and drainage, shall be completed, tested, and functional for the Early Release Lots. Water meter boxes shall be set.
- If Early Release Lots are adjacent to HOA or City maintained common area irrigation, the Developer shall submit the test report for irrigation reduced pressure assemblies (RPZ).
- Engineering Division shall receive and accept the one (1) year maintenance bond and engineering record drawings for the Early Release Lots.
- Punch list items for the Early Release Lots shall be completed prior to the Engineering Division final walk-through inspection.
- As-built engineering lot grading plans for the Early Release Lots shall be provided to Building Inspection.
- All Early Release Lots must be ready for City acceptance.

General:

Except for Early Release Lots, the Building Inspection Division will not accept building permit application submittals until the entire subdivision's infrastructure is accepted by the City as evidenced by the City Engineer's issuance of an acceptance letter. Once the City Engineer accepts the subdivision infrastructure, applicants may submit additional building permit applications without the requirement of filing a Form ER.

Building Inspection shall not conduct a final inspection for a home built on an Early Release Lot until the City has accepted the entire subdivision and the plat has been filed with Dallas or Kaufman County. Occupancy of a home prior to an approved final inspection is prohibited.

Exceptions to any of the above requirements may be considered and approved by the City Manager on a case by case basis. Exceptions shall be requested in writing and shall include adequate justification for the exception and the date when the subdivision will be in full compliance with this policy.

**Acceptance of City's Complete Submittal Requirement for the
Early Release of Residential Building Permit**

We the under-signed have read and fully understand the City's complete submittal requirements for the acceptance of building permit applications on Early Release Lots set out on the preceding two pages and agree to abide by all of its provisions and requirements.

Subdivision Name

Legal Description of Lots Being Released

Signature - Property Owner Date

Signature - Homebuilder Date

Printed - Property Owner Name

Printed - Homebuilder Name

Company Title

Company Title

Signature - Homebuilder Date

Signature - Homebuilder Date

Printed - Homebuilder Name

Printed - Homebuilder Name

Company Title

Company Title

Form ER
City Sign-off on Early Release of Residential Lots

Note to the Applicant:

This form shall be submitted with any permit application for an Early Release Lot. Any permit application for an Early Release Lot submitted without this Form ER shall be considered incomplete and shall be rejected by the Building Inspection Division without further processing of the application.

Subdivision Name

Legal Description of Lots Being Released

Signature - Engineering Date

Signature – Traffic Engineering Date

Signature – Utilities Date

Signature – Parks & Recreation Date

Signature – Case Manager Date

Signature – Building Inspection Date