

**CITY OF SNYDER
DEVELOPMENT SERVICES DEPARTMENT
COMMON PROJECT SEQUENCING AND DEVELOPMENT**

A. IDEA

1. Business plan
2. Marketing plan
3. Budgeting

B. PROGRAM (SPACE REQUIREMENTS)

1. Space requirements, number of rooms, size, use, etc.
2. Location, site selection
 - Plat of subject property signed and sealed by a registered professional land surveyor when developing properties not previously platted and platted properties being sub-divided or combined.
 - PROPERTY DEVELOPMENT SITE DRAWING prepared to scale or completely dimensioned. The scope of the SITE DRAWING should be appropriate to the developer's intended property use. In the case of demolition, the site drawing shall show the structure(s) to be demolished, size and location of remaining and planned structures.
3. Construction cost budget
4. Pre-plan meeting members: City Manager, Planning, DCOS Director, Developer

C. PLANS (SPACE LAYOUT/DESIGN)

1. Architectural Space Utilization
 - a. Bldg. configuration, how do rooms relate to one another
 - b. Public/private areas, flow of people and products
 - c. Code review to include Texas Accessibility Standards (TAS)
2. Plan and spec development with initial cost estimate
3. First owner design review and revise cycle
 - a. Site plan review with parking, grading, utilities, etc.
 - b. Architectural plan review
 - c. Structural review & design
 - d. HVAC review & design
 - e. Plumbing review & design
 - f. Electrical review & design
4. Several design reviews may be required
5. Contract for and receive State required asbestos survey and possible abatement
6. Owner review including a constructability review
7. Owner authorization to go to bid/construction

D. SUBMIT FOR PERMITS

1. Submit for permitting review.
 - Prior to the issuance of any permits, the City will coordinate with the general contractor to schedule a pre-construction meeting. The general contractor and sub-contractors will be expected to attend. The City will have the inspectors, fire marshal, engineers, utility, street and sanitation departments present, as is applicable.
- a. State – TDLR, ADA
- b. FEMA/ Texas Water Development Board – City Flood Plain Manager
- c. City Ordinances, building codes, fire codes, etc.
2. Review & revise cycle between design proof & permitting authorities
3. Permitting authorized

E. CONSTRUCTION

1. Pre-construction meeting with City
2. Issue permits
3. Inspections performed

F. CERTIFICATE OF OCCUPANCY (OPEN FOR BUSINESS)

1. Final inspections by City departments
2. Issue certificate of occupancy
3. Open for business
4. Grand opening