



Development Handbook

October 2020



Table of Contents

1. Contact Information.....	3
2. Purpose.....	4
3. Development Process.....	4
4. Pre-Development Meetings.....	6
5. Site Plan & Review	6
6. Zoning.....	8
7. Plats & Civil Engineering Plans.....	10
8. Variance or Special Exception	12
9. Building Permits & Construction	13
10. Inspections.....	15
11. Certificate of Occupancy	17
12. Glossary	18



1. Contact Information

Building Safety
806-775-2087
buildingsafety@mylubbock.us

Business Development
806-775-3082

Engineering Services
806-775-2347

Environmental Health
806-775-2928
environmentalhealth@mylubbock.us

Planning Department
806-775-2108
CityPlanning@mylubbock.us

2. Purpose

1) Introduction

The City of Lubbock provides the Development Handbook to use as a tool to assist with the development process within the City of Lubbock. This handbook provides the information related to the development process in a user-friendly and easy to understand format.

2) How to Use this Handbook

This Handbook is to be used as a guide to help you through the development process for the City of Lubbock. Depending on the scope of work, one or more sections of the handbook may be applicable. Each section includes an introduction to the process, a flowchart of the process, and any other pertinent information that can help you with that particular process.

3) Disclaimer

The Development Handbook is not intended to take the place of any ordinance. Please review the appropriate ordinances and codes as they relate to your development. Refer to the city's website for the most up to date information, including fees.

It is the City of Lubbock's intent to update this guide on a regular basis. Effectiveness of this guide will depend on input from you, the development community. Therefore, any feedback would be appreciated. Additionally, we would appreciate any comments or suggestions that would help the City serve you better.

3. Development Process

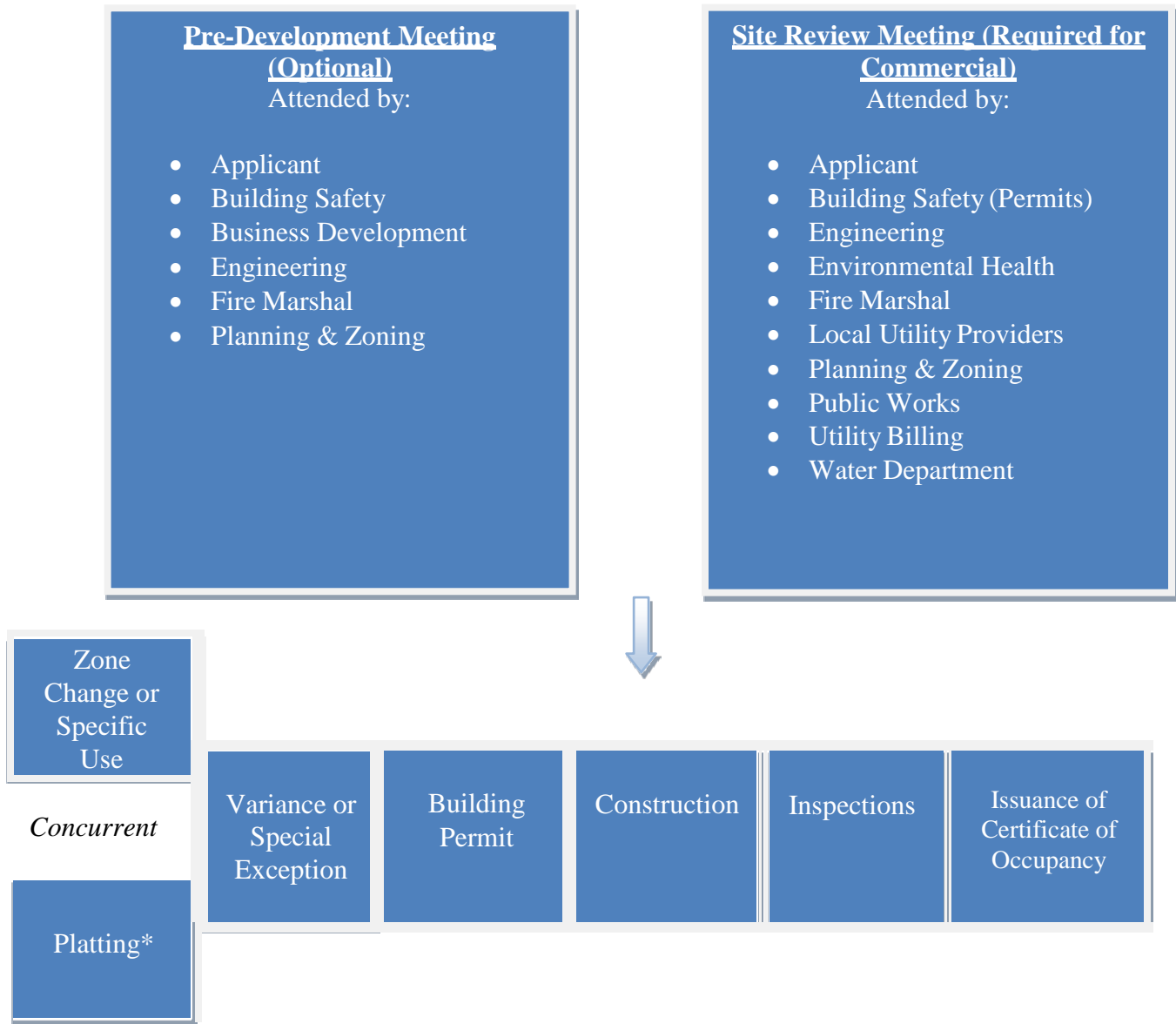
a. Introduction

The development process is governed by the requirements of state statutes, adopted codes and ordinances, city procedures, and best practices. The following flow chart explains the overall development process in the City of Lubbock. Each of these processes is described in detail in the following sections.

b. Flow Chart

The Pre-Development meeting is optional. The Site Review meeting is required for commercial customers.

Development Services Flow Chart



**A review can be performed concurrently with Plating, but a permit cannot be issued until Plating is completed.*

Please Note: All steps above may not be required. For example, if the property is already zoned and platted, the process may begin with building permit application.

4. Pre-Development Meetings

a. Introduction

The purpose of Pre-Development meetings are to introduce you with all the departments involved in the development process. These meetings are scheduled to introduce the developers to local development regulations and the officials responsible for most aspects of development. These meetings provide an opportunity for the developer to discuss their proposal with City officials. These meetings are strongly encouraged for each new development as each official directly responsible for the review of the project is in attendance.

b. Scheduling

Pre-Development meetings are typically scheduled on every Wednesday afternoon at 1:00 pm, 2:00 pm, and 3:00 pm. Each meeting is scheduled to be one hour long. The Planning Department requires a submitted application with pertinent documents at the latest by 5:00 pm the Wednesday before the meeting.

A Pre-Development meeting can be scheduled by completing the online meeting request form located here: [Pre-Development Meeting Request](#)

For additional information, please contact the Planning Department, at 806-775-2108.

Staff recommends that applicants request a pre-development meeting for the following types of projects:

- New, ground-up commercial or multifamily construction
- Expansion of an existing building or structure
- New residential subdivisions
- Proposed uses not permitted in the current zoning districts
- Development requiring public improvements
- Development in the extraterritorial jurisdiction

5. Site Plan & Review

A site plan is a set of engineering and architectural plans that establishes the key components of a development's layout and design, including the property boundaries, landscaping, building locations and elevations, access and fire lanes, and civil engineering plans. The site plan does not include construction drawings and documents for buildings and other structures.

The site plan process ensures that the proposed layout of the development complies with the City's development requirements, which include, but are not limited to, building locations, parking lots, driveways, fire lanes, landscaping areas, etc.

Site Plan Requirements

Visit the City of Lubbock Website under “Building Safety” under “Forms” for the checklist information for commercial site plan review requirements.

Engineering Site Plan Review

1. Preliminary Grading Plan
 - a. Existing contours
 - b. Proposed grades / contours
 - c. Drainage patterns delineated and an estimate of any offsite flow coming on to the site.
2. Site Plan
 - a. Building dimensions
 - b. Parking lot dimensions including radii, number of stalls, and widths of drive aisles.
 - c. Landscape areas with dimensions
 - d. Any access points with adjacent properties
 - e. Driveway locations and widths
 - f. Existing water main, location of proposed extensions (if any) and meter / tap / service location.
 - g. Existing sewer main, location of proposed extensions (if any) and tap / service location.
 - h. Any proposed / existing drainage features.
 - i. Sidewalk and ADA Ramp locations.

Site Plan Review Meetings

Site review meetings are an opportunity for a proposed commercial project to be viewed one time by multiple City departments and local utility providers. The deadline for a Friday meeting is the previous Tuesday at 12:00 pm. Requirements are to provide Building Safety with two (2) hardcopies of the site plan and one electronic copy in a pdf format. Each department or utility will supply comments to the proposed project at this meeting. There is no charge for this service.

6. Zoning

Zoning is the classification of areas in the City into districts, within which various land uses are permitted, in order to separate incompatible land uses and promote public health and safety.

Zoning is one of the more effective tools to achieving the City's vision of a sustainable land use pattern, as described in the Lubbock Plan 2040. A proposed use must be permitted within the zoning district governing the property. Zoning regulations can be located in Chapter 40 of the Lubbock code of ordinances.

We recommend that you contact Development Services staff or submit a request for a pre-development meeting prior to submitting an application for zoning or rezoning. Staff will review the rezoning request in order to determine if the proposed district would be appropriate. When evaluating a rezoning request, staff will consider the compatibility of the proposed district with surrounding properties, the availability of public infrastructure and services to serve the site, and compatibility with the City's comprehensive plan.

Zoning Districts

Follow the checklist below to ensure your proposed development is permitted:

- ***Determine the current zoning of the site.***

The zoning of a site can be found by using the zoning map on the City's online interactive mapping system at: <http://cityoflubbock.maps.arcgis.com/apps/webappviewer/>

Contact the Development Services - Planning Division at (806) 775-2108 if you need assistance in determining the zoning district for a property.

- ***Determine if the intended use is permitted in the zoning district.***

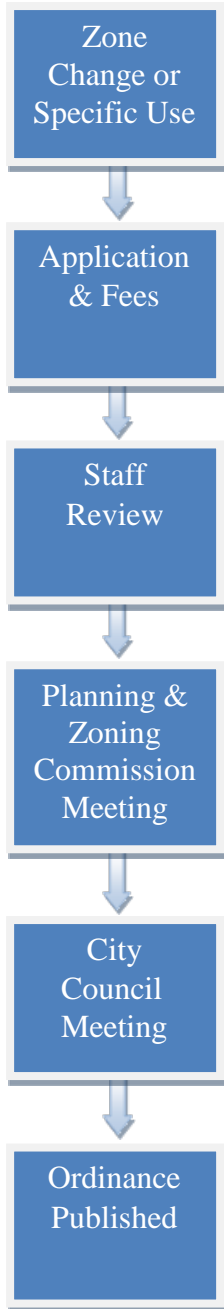
The schedule of uses for each zoning district can be located in Article 40.03 *Districts* of the Lubbock Development Code. A use will be labeled as one of the following:

- Permitted Use – permitted unconditionally in that zoning district
- Conditional Use – requires approval by the Zoning Board of Adjustment
- Specific Use – requires recommendation from the Planning and Zoning Commission and approval by the City Council

- ***Determine the general regulations in the zoning district.***

In addition to use, zoning also regulates lot size and dimensions, setbacks, height and bulk, density and lot coverage. Variances to the general regulations may be approved by the Zoning Board of Adjustments. Variances are granted in cases where conditions of the property make literal enforcement of the Code an unnecessary hardship.

Zoning Process



APPLICATION & FEES

1. The applicant or property owner should submit all items as listed on the Checklist for Zone Change Applications and the Zone Change Application. Fees for Zone Change requests are \$475.00 for the first acre and \$3.00 for each additional acre (residential or commercial) or \$165 for a Non-Profit Organization.

STAFF REVIEW

2. The Planning Department will process and review the proposed zone change application. Staff may contact the applicant or owner for any additional information during the zone change process.

PLANNING AND ZONING COMMISSION MEETING

3. Staff presents the proposed zoning change to the Commission. The applicant and/or owner or representative should be present and prepared to discuss the request. Opposition and support are given time to speak during the public hearing. After the public hearing, the Planning and Zoning Commission will make a recommendation to City Council on the proposed rezoning.

CITY COUNCIL MEETING

4. If the Planning and Zoning Commission recommends approval of the rezoning request, staff will prepare the ordinance, and the case will be forwarded to the City Council. If the Planning & Zoning Commission recommends denial of the rezoning request, the case will be forwarded to the City Council; however, a supermajority vote at City Council is required to approve the rezoning. All zone cases require two readings at City Council, with the first being a public hearing.

The City Council will meet and make a final decision on the proposed rezoning.

ORDINANCE PUBLISHED

5. Upon approval, the ordinance becomes official ten days after the second date of publication.

Specific Use Permits (SUP)

In some zoning districts there are certain uses that are only permitted through approval of a specific use permit (SUP) by the City Council. The SUP helps to ensure that the proposed use is compatible with surrounding properties. The City Council has the authority to apply additional restrictions or conditions to the use which would help eliminate or mitigate any concerns the proposed development might create. Examples of conditions that may be applied include increased setbacks, restrictions in height, number of trips generated, or hours of operation. A full list of possible conditions and the criteria for approval of SUP's can be found in Chapter 40, Division 27 *Specific Use District* of the Lubbock Development Code. The SUP process follows the same procedures, timelines, and notifications of a rezoning.

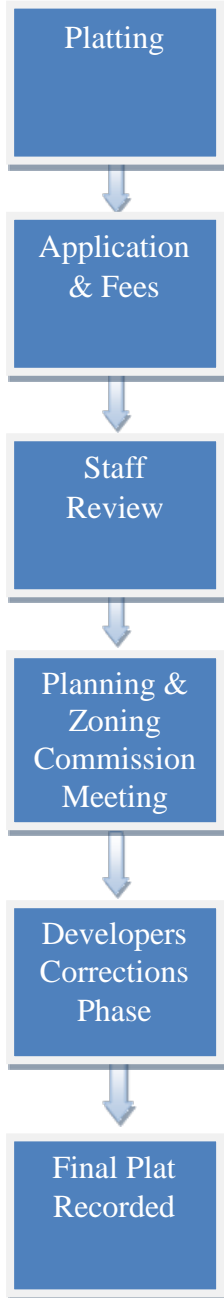
7. Plats & Civil Engineering Plans

Platting is the process of subdividing land into smaller pieces of property. The city regulates platting through its regulations in Chapter 38 *Subdivisions* of the Lubbock Development Code. As part of the platting process, the city may require certain public improvements to ensure that the site has access to a public street and adequate infrastructure such as sewer, water, streets, and electricity to serve the site. During review, staff will also make sure that the site complies with zoning requirements for lot size and dimensions. A filed plat certifies that the property meets all these requirements and is ready for development. After a plat is approved, it is filed with Lubbock County and becomes the official legal description of the property.

Civil Engineering Plans (CEP)

If public improvements (water, sewer, streets, etc.) are required in order to plat the property, a separate submittal of Civil Engineering Plans (CEP) will be required. CEP's are reviewed concurrently with the plat review.

Plat Process



APPLICATION & FEES

1. The applicant or property owner should submit all items as listed on the Preliminary Plat Submission Checklist and the Plat Application. Fees for Plat Applications can be found at <https://ci.lubbock.tx.us/departments/planning/boards-commissions/plat-fee-schedule>.

STAFF REVIEW

2. The Planning Department, Engineering Department, GIS Department, Fire Marshall, and the County of Lubbock will process and review the proposed plat application. Staff may contact the applicant or owner for any additional information during the plat application process. Once all pertinent departments have reviewed the plat, comments are submitted to the applicant.

PLANNING & ZONING COMMISSION MEETING

3. The plat is submitted to the Planning and Zoning Commission for review and approval.

Any comments provided to the applicant during the review process may be included as conditions during the Planning and Zoning Commission meeting. The approval of the plat may be subject to these conditions

DEVELOPERS CORRECTION PHASE

4. Upon approval of the plat by the Planning and Zoning Commission, the applicant or owner has the opportunity to begin to rectify the comments that were provided by staff. The recordation process will not begin until all comments have been rectified.

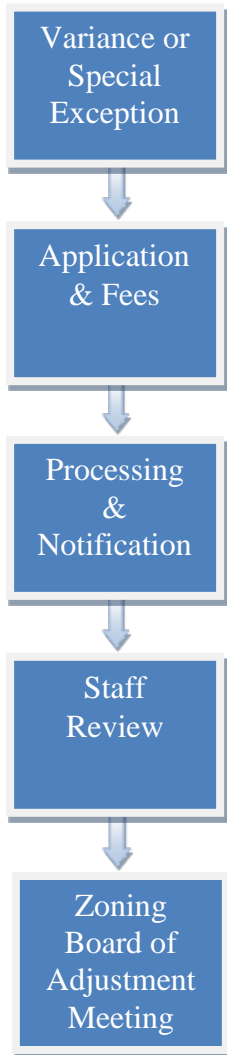
FINAL PLAT RECORDED

5. Once all comments have been rectified, the final version of the plat, all required recording documentation, and required filing fees should be submitted to the planning project manager for the plat.

8. Variance or Special Exception

The Zoning Board of Adjustment (ZBA) is a public hearing that meets once a month, to vote on requests for Variances and Special Exceptions. Special Exceptions are uses that are listed in the Code of Ordinances, either specific to each zoning district, or generally to all zoning districts as listed in Section 40.02.055 (b) of the Code of Ordinances. These exceptions are used to grant Conditional Use permits and other similar permissions. Variances are granted by the ZBA in cases where conditions of the property make literal enforcement of the Code an un-necessary hardship. The applicant should be prepared to explain to the Board how the property in question is unique, justifying the granting of a Variance.

Variance or Special Exception Process



Application and Fees

1. The applicant or property owner should submit all items as listed on the Zoning Board of Adjustment Application. The application fee is \$430.00 for requests pertaining to commercial properties, and \$130.00 for requests pertaining to residential properties or non-profit land uses.

Processing & Notification

2. The Planning Department will process and review the proposed application. Staff may contact the applicant or owner for any additional information during the process.

Staff Review

3. The Planning Department will analyze the request in light of logistical and legal questions, and produce a staff report which will be presented to the Board at the hearing.

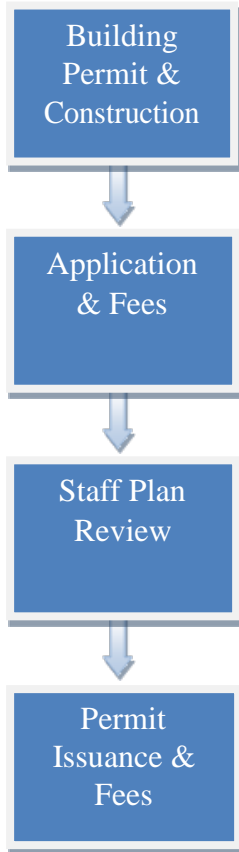
Zoning Board of Adjustment Meeting

4. Staff presents the proposed Variance or Special Exception to the Board. The applicant and/or owner or representative should be present and prepared to discuss the request. Opposition and support are given time to speak during the public hearing. After the public hearing, the Zoning Board of Adjustment will make a final decision on the item

9. Building Permits & Construction

The purpose of a building permit is to ensure that structures are properly designed and constructed in accordance with adopted codes, ordinances and state laws. A building permit is required prior to the construction, alteration, remodel, repair or expansion of new and existing structures in the City of Lubbock. After issuance of a building permit, construction may begin.

Building Permit



Application and Fees

1. Applications, supplemental information and fees can be located on the City of Lubbock Website under “Building Safety”. You may also speak with our residential or commercial plan review staff by contacting (806) 775-2088.

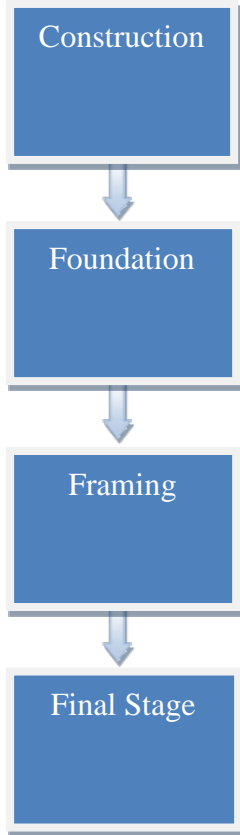
Staff Plan Review

2. Residential staff plan reviews are typically completed in 14 days. Commercial staff plan reviews are typically completed within 30 days. However, these time frames can vary depending upon workload of the staff and completeness of required documents.

Permit Issuance & Fees

1. Permits for construction will be issued to the general contractor of a project once the review has been completed and all fees have been paid. The current fee schedule can be located on the City of Lubbock Website under “Building Safety”.

Construction Process



Foundation

1. Foundation on New Construction
 - a. Footing – All rebar to be in place with footings and piers clean of dirt or debris
 - b. Plumbing rough and service lines – All rough in plumbing installed below slab with proper test (water or air pressure) on all piping
 - c. Slab – All rebar to be in place with slab edges clean and vapor barrier installed if required. All chairs for rebar to be in place.
 - d. Any other systems to be installed below slab- Inspection to be performed prior to covering.

Framing

2. Framing & MEP Roughs
 - a. Partial Framing- Inspection of nailing patterns on exterior sheathing prior to covering with building wrap.
 - b. Windows - Inspection of fasteners, after building wrap is installed and prior to flashing installed on window flanges.
 - c. Brick Tie - Inspection of the proper spacing of brick ties on residential construction. On commercial construction, inspection of brick ties along with weep holes, flashing and mortar net.
 - d. Electrical Rough, Plumbing Top Out, Mechanical Rough Duct – Inspections of these systems can occur simultaneously but will occur prior to interior framing inspection.
 - e. Interior Framing- Inspection of all interior framing members prior to installing insulation or sheetrock.

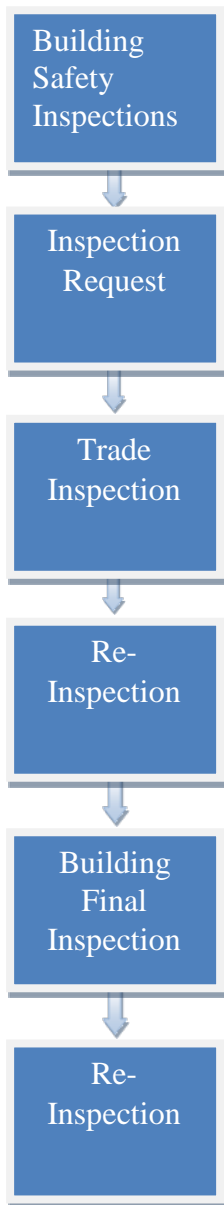
Final Stage

3. Final Inspections
 - a. Electrical Final, Plumbing Final, Mechanical Final – Final inspection of these systems can occur simultaneously but will occur prior to Building Final.
 - b. Building Final – Final inspection to insure that building is completed and ready for occupancy. Commercial buildings cannot be occupied until a Certificate of Occupancy is issued.

10. Inspections

After construction is underway, periodic inspections will be made by the City of Lubbock in order to ensure compliance with approved plans. Various inspection types may be required depending upon the scope of the project, including inspections relating to civil engineering plans, site permits and building permits.

Building Safety Inspection Process



Inspection Request

1. Inspections are requested online through the CSS Portal.

Trade Inspection

2. Electrical, structural, plumbing and mechanical.

Re-Inspection

3. Corrections made to a failed inspection.

Final Inspection

4. Mechanical, plumbing, and electrical inspections have to pass before the building final inspection.

Re-Inspection

5. Corrections made to a failed inspection.

***Building Safety
Inspection Process:
Continued***



Residential Process Ends

6. The residential process ends after the building final inspection passes.

Fire Marshal Inspection

7. Inspections required by the Fire Marshal’s Office will vary depending upon the type of construction and life safety systems that are installed. The Fire Final may be conducted prior to or after the building final. However, it must be completed in order to apply for the Certificate of Occupancy. To schedule inspections from the Fire Marshal, contact them at (806) 775-2646.

Certificate of Occupancy

8. The Certificate of Occupancy (CO) is the final step in the development process. The Certificate of Occupancy is issued by Building Safety.

11. Certificate of Occupancy

The Certificate of Occupancy (CO) is a document which certifies that the structure is code compliant and able to be occupied. Certificates are issued on multi-family and all commercial building permits. Residential Single Family and Duplexes are not issued a CO.

A request for a Certificate of Occupancy can be made when the contractor has completed the Building Final and Fire Final. The request is made by signing up to process the CO at the Building Safety front counter. This will generate a final review of other departments such as Zoning, Water Utilities and Engineering. Once this review is completed a Certificate of Occupancy will be issued.

Items for which a Certificate of Occupancy is Issued

- All new construction permits except single family and duplexes
- Shell Buildings
- Tenant Finish-outs
- Alterations and Additions
- Change in Occupancy Classification when no permit is required (Investigative CO)

Investigative Certificate of Occupancy

This is a means of obtaining a Certificate of Occupancy for a building when there is a change in occupancy classification or no certificate can be located. This would also apply if no building permit was required for the business. This CO will require a fee to be paid to Building Safety and to the Fire Marshal's Office for inspections.

12. Glossary

Building Permit: a document signed by the Building Official or their authorized representative as a condition precedent to the use, erection, construction, reconstruction, restoration, repair, remodeling, rehabilitation, alteration, conversion, demolition, moving, installment, or portion of a structure or building, which acknowledges that such use or building complies with the provisions of the Lubbock Development Code, an authorized variance, or a special use permit.

Certificate of Occupancy: certificate issued by the Building Official for the use of a building, structure, or land when it is determined by the Building Official that the property complies with the provisions of all applicable city codes.

Comprehensive Plan: Lubbock Plan 2040, the city-wide comprehensive plan of the City of Lubbock, Texas adopted by the City Council in 12/17/2018.

Easement: a non-possessory interest in another's land that entitles the holder only to the right to use the land in the specified manner.

Extraterritorial jurisdiction (ETJ): unincorporated area contiguous to the city's corporate boundaries.

Minor Plat: A subdivision resulting in four (4) or fewer lots, which does not require the creation of new streets or the extension of municipal facilities, and does not generate an average daily vehicular traffic count of a thousand or more vehicles.

Permitted Use: a lot use that is allowed as a matter of right, and is subject to the restrictions of the zoning district.

Plat or Final Plat: a map of a subdivision, addition, or development to be recorded in the County Clerk Plat Records after approval by the Planning and Zoning Commission.

Preliminary Plat: a map showing the features of a proposed development for the purpose of preliminary consideration prior to the submission of a final plat
Project: a specific development on an identifiable parcel of land.

Public Improvements: the necessary infrastructure facilities that are constructed as part of a development, including streets, water, sewer and sidewalks.

Re-plat: a change in a map of an approved or recorded subdivision plat if such change affects any street layout on such map, lot lines, or area reserved thereon for public use.



Rule 12 plat. A plat of a routine nature approved by the chairman of the planning and zoning commission on recommendation of the director of planning with input from other departments and utilities. The name refers to rule number 12 in the planning and zoning commission rules of order that governs such plats.

Rule 15 plat. Plats that meet the conditions of a Rule 12 plat and also include a request for delay of water, sewer or paving, or a right-of-way/easement closure within the plat. The name refers to rule number 15 in the planning and zoning commission rules of order that governs such plats.

Site Plan Review: the evaluation of a development and its impact on neighboring properties and the community; development impacts are evaluated to the following: land use; site design; landscape design; environmentally sensitive areas; architecture; lighting; signs; clearing and grading; engineering design; health and safety; and other adopted standards and criteria of the City of Lubbock Development Code.

Site Plan: a document which details the layout of the site, including utilities, fire access, parking and driveways, sidewalks, building footprint, etc.

Subdivision: the division of a tract of land into lots, either improved or unimproved, which can be separately conveyed by sale or lease, and which can be altered or developed.

Subdivision: the division of land into two (2) or more lots, tracts, sites, or parcels.

Vacated Plat: returns platted property to the condition of the property prior to the filing of the latest plat filed of record.