



Welcome to Greenville

Development Process Overview

We thank you for choosing the City of Greenville for your development project. Our goal is to provide a seamless transition from project concept to construction. Please consult our “Developing in Greenville” webpage at www.ci.greenville.tx.us/develophere for information regarding our development process, Development Review Team contact information, and links to all relevant development-related documents (i.e. Zoning Ordinance, Subdivision Regulations, etc.) The following steps will organize your development project into various phases.

Step One: Pre-Application Meeting 1 Day

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Greenville. To accomplish this, a Pre-Application Meeting may be required prior to submittal of any development or permit application. Planning staff will inform you if a Pre-Application meeting is needed. The **City Planner** is your main point of contact.

Step Two: Change in Zoning Request 36 Days

A change in zoning may be necessary to accommodate your proposed use. You may consult our Zoning Map at <http://www.ci.greenville.tx.us/DocumentView.aspx?DID=2489>. Once you have determined the zoning classification of your property, consult our Zoning Ordinance at <http://www.ci.greenville.tx.us/DocumentView.aspx?DID=4075>. Refer to Article 4 for a list of permitted uses for each zoning classification. If your proposed use is not allowed in your current zoning classification, speak with City staff about the possibility of a change in zoning. The **City Planner** is your main point of contact.

Step Three: Subdivision and Development Platting 30 Days

In general, state law requires that any property being subdivided into two or more tracts must have a plat of the subdivision prepared. Local statute requires a property to be properly platted before development may occur. City staff can assist you in determining if your property is properly platted. The **City Planner** is your main point of contact.

Step Four: Site Plan Review 14 Days

Generally, site plan approval is required for all new nonresidential and multifamily residential development (including parking lots) and expansions that enlarge the building footprint and/or parking area by more than 50%. Site plans are also required for Conditional Use Permits. Site plans will be reviewed for conformance with all zoning, subdivision and development regulations of the City. The **City Planner** is your main point of contact.

Step Five: Building Permit Review 5 Days

Building permits are required before commencing site construction. The Building Permit may be reviewed concurrently with the Site Plan. The **Building Official** is your main point of contact.

Step Six: Certificate of Occupancy 2 Days

A Certificate of Occupancy is issued to the business following the conclusion of your construction activities. The **Building Official** is your main point of contact.