

**City of Denton  
Development Agreement Checklist**

**1. Information needed from the Developer. Some of these items may or may not be required, all subject to terms within the agreement.**

- Total # of Dwelling Units:
- If phased development - # of Dwelling Unit (lots) per phase
- # of HOA lots in per phase
- # of Park Land Dedication Lots:
- Park Land Dedication lot and block #'s
- Park Land Dedication lot acreage and survey exhibit
- Phase 1 Environmental Assessment: showing to be clear of environmental hazards
- Most recent concept outlining or highlighting the Park Dedication area
- Proposed development installation by builder with cost estimates (playground, trails, shelter) Construction Costs Exhibit with Master Plan Render

**2. Internal process for parks and recreation staff:**

- Send items listed above to developer to gather necessary details.
- Draft Ordinance, Development Agreement.
- Include Exhibits, Special Warranty Deed and other attachments such as concept, aerial, plat, maintenance schedule.
- Send to developer for review.
- Schedule meeting for Park Board
- Present to Park Board for approval.
  - o Draft Agenda Information Sheet
  - o Create presentation
- Submit for legal review.
- Schedule meeting for City Council
- Finalize details from legal and receive signatures from Developer
- Present to City Council for approval.
  - o Draft Agenda Information Sheet
  - o Create presentation

**3. Plat Language:**

- a) If dedicating land to Parks and Recreation to satisfy the Park Dedication Ordinance:
  - Label lot on Final Plat as "LOT X, BLOCK X Park Land Dedication."
  - Add Note in Final Plat as "LOT X, BLOCK X Dedicated to the City of Denton as Park Land Dedication Lot"
  - List on the first page of the Plats summary section, Park Dedication Lot X, Block X (XX.XX Acres)
- b) If Public Access Easement is being dedicated by request of Parks and Recreation Department:
  - Label "Public Access Easement" on Final Plat
  - Add Note in Final Plat stating the public access easement, and its location on FP