

## Castle Hills Development Overview

Castle Hills is in The Extra-Territorial Jurisdiction with a long term annexation agreement with the City of Lewisville, TX. Land in Castle Hills is not zoned and is subject to the Castle Hills Commercial Association, Master Association, Schools Foundation and Design Guidelines. All submittals to the following parties can be done simultaneously.

### Development

1. Denton County Fresh Water Supply District (municipality for Castle Hills)
  - a. All subcontractors have to register with DCFWSD
  - b. Approves engineering site plan
  - c. Issues building permits
  - d. Fees (contact district for current pricing)
    - i. Building permit
    - ii. Water meter
    - iii. Sewer connection
  - e. 2540 King Arthur Blvd., Ste. 220, Lewisville, TX 75056  
972-899-4000  
<http://www.dentoncountyfwsd.com/>
2. City of Lewisville
  - a. Lewisville controls the plat
    - i. Platting fee is paid to Lewisville
  - b. Per the 1996 agreement with Lewisville, everything in Castle Hills operates under the 1996 General Development Ordinance (GDO)
    - i. Make sure the project engineer reviews the appendix in the Agreement with Lewisville that has the variances to the '96 GDO.
  - c. Zoning
    - i. Zoning class is designated on the plat.
    - ii. The land won't technically be zoned until Lewisville annexes Castle Hills
      1. This means there will not be a zoning letter from the city
    - iii. Seller & Purchaser will mutually agree on zoning classification and approved uses thereunder
      1. Zoning classification is from the most current ordinance from the City of Lewisville

- d. DCFWSD Pre – Development meetings are held every Wednesday (1-1:30 pm). Located at Lewisville’s City Hall at 151 W. Church Street, Lewisville, TX 75057 (2<sup>nd</sup> Floor Conference Room, near the Engineering Department).
  - 1. Schedule a meeting after preliminary site plan, preliminary building plan and elevations are done. A Bright Realty representative will schedule this meeting for you.
- 3. Denton County Public Works/Planning
  - a. Issues a development permit
    - i. Cannot get a building permit from the DCFWSD without this
  - b. A Development site plan along with application form is required for submittal
  - c. Submittals must be made at
    - i. Denton County Planning Department  
1505 E. McKinney St.  
Ste. 175  
Denton, TX 76209  
940-349-2990  
[www.dentoncounty.com](http://www.dentoncounty.com)
- 4. Denton County Emergency Services
  - a. Issues fire permit
    - i. Contact DCES for fees
    - ii. Cannot get a building permit without this
  - b. Issues fire final
    - i. Cannot get a certificate of occupancy without this
  - c. Buildings over 3,600 sf must be fully sprinklered
  - d. DCES will have the City of Lewisville’s Fire Marshall provide a courtesy review before issuing fire permit.
  - e. Jim Terry
    - i. 940-349-2840
    - ii. [Jim.terry@dentoncounty.com](mailto:Jim.terry@dentoncounty.com)
- 5. Castle Hills Commercial Design Guidelines/Architectural Review Committee
  - a. These are guidelines not ordinances
  - b. Everything in Castle Hills goes through ARC
    - i. ARC must approve site plan, elevations and material plans in order to develop in Castle Hills
  - c. Preliminary Plans need to be sent to Shelby Acosta and she’ll let you know if you’re heading in the right direction (this is suggested in order to save unnecessary expenses on your end)

- i. See below for ARC Submittal List
- d. Final plans will be approved by ARC. You need a final ARC approval letter in order to get a building permit through the district
- e. Shelby Acosta
  - i. 972-410-6550
  - ii. [Shelby.acosta@brightrealty.com](mailto:Shelby.acosta@brightrealty.com)

# Castle Hills Commercial Association ARC Submittal List

## Preliminary Plan Approval

- Floor plans
- Exterior building elevations
- Site plan
- Site size
- Existing improvements on site (utilities, fencing)
- Percentage of site devoted to open space
- Existing vegetation locations within proposed setbacks or reserves that may be impacted by land use, driveway or services access parking lots, or median cuts
- Building(s) location and size (square footage)
- Building and parking setbacks dimensions
- Parking lots(s) configuration, ratio, and capacity
- Service area(s), trash receptacle, and mechanical equipment locations (with screening method)
- Proposed fencing and/or screening walls
- Satellite/antenna dish locations (which screening method)
- Proposed signage locations
- A note outlining the builder/developer's understanding of maintenance and irrigation boundaries for the site where the site adjoins an existing maintained landscape setback

## Final Construction Plan Approval

- Site plan
- Utility layouts on site (approval(s) by the appropriate agencies required)
- Landscape plans and tree preservation plan
- Exterior lighting plans (including photo meters details)
- Signage plans and elevation(s) (temporary and permanent locations)
- Architectural elevations (all sides)
- Exterior material and color samples
- Owner's construction contact and field superintendent's name and telephone number