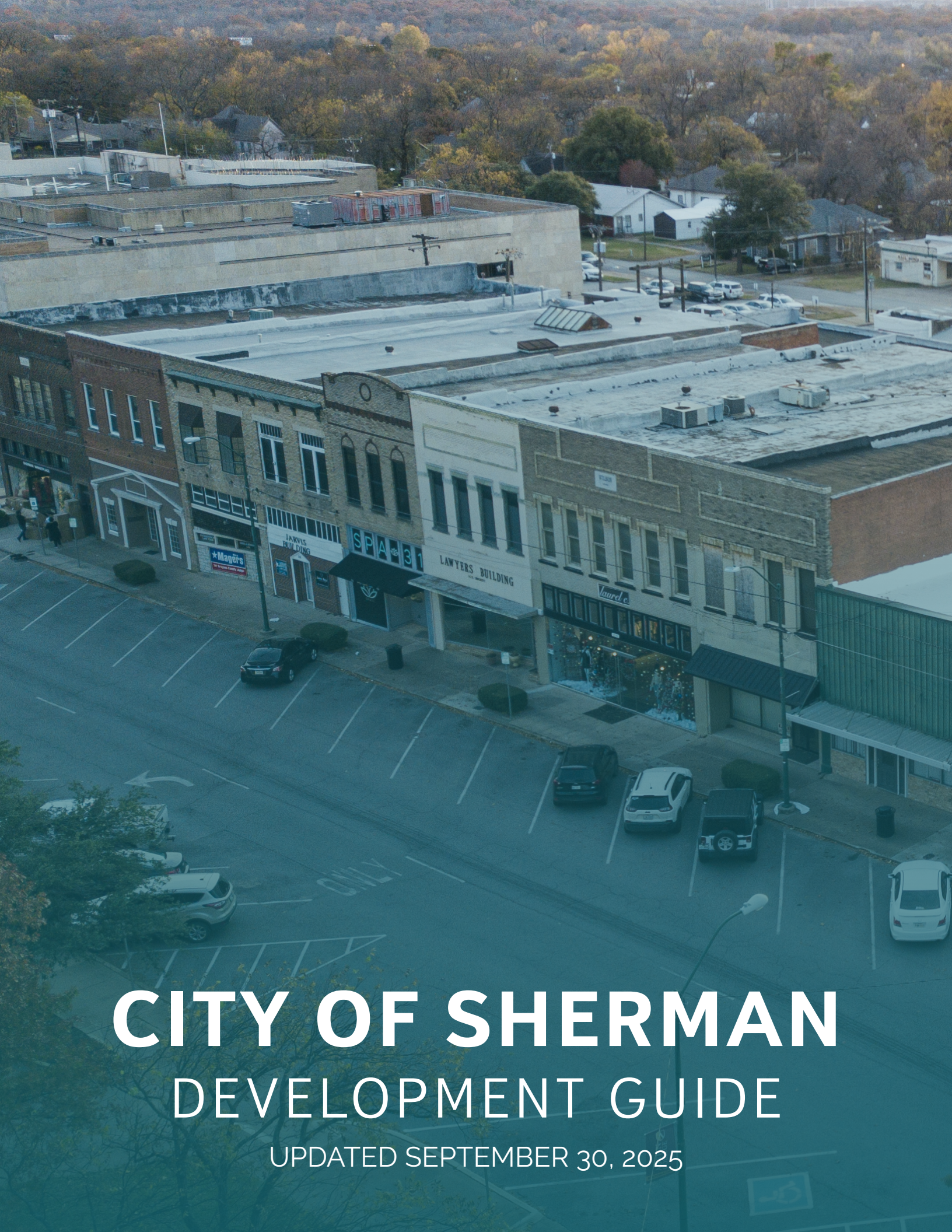




CITY OF SHERMAN DEVELOPMENT GUIDE

UPDATED SEPTEMBER 30, 2025

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What is the Purpose of this Guide?

The Development Guide is intended to provide help to applicants as they navigate the development process in Sherman. This guide is a companion to the City of Sherman Zoning and Subdivision Ordinances and Engineering Design Standards Manual and provides summarized information of submittal requirements, timelines, application processes, and other topics related to developing in Sherman. This Development Guide is designed to assist you in preparing your application and finding answers to your questions. If anything in this guide conflicts with any code, regulation, or other legal requirement, the other requirement supersedes this guide.



PART 1: WHERE TO BEGIN

How to Locate Information

WHAT INFORMATION CAN I FIND ON THE CITY OF SHERMAN WEBSITE?

The Development Services Department website has information pertaining to the development process. [Click here to find the City's Development Services website.](#)

DEVELOPMENT ORDINANCES/REGULATIONS:

Development-related ordinances and regulations can be accessed online. [Click here to find the zoning and subdivision ordinances.](#) For more information on the Engineering Design Standards Manual, [click here.](#)

See the [Ordinance Updates](#) page for important updates that may not yet be posted in the online code viewer.

WHERE CAN I FIND ZONING, THOROUGHFARE PLAN, AND FUTURE LAND USE?

Sherman maintains an interactive map to help you find information about zoning, thoroughfare plan, and future land use. [Click here to use the City of Sherman Interactive Map.](#)

[Click here for the Comprehensive Plan and the Future Land Use Plan.](#)

REQUIREMENTS TO CONSIDER

PLANNING

- Pre-Development Meetings
- P&Z Applications
- Zoning Verification Letters

ENGINEERING

- Plat Submittals
- Civil Plan Submittals
- Right-of-Way Permits
- Driveway and Sidewalk Permits
- Retaining Wall Permits
- Early Grading Permits
- Water/Sewer Taps
- Franchise Utility Permits
- Floodplains

BUILDING

The City is working on a Building Guide to answer all of your questions regarding the building process in the City of Sherman.

WHAT IS THE COMPREHENSIVE PLAN AND WHAT DOES IT DO?

The Comprehensive Plan is a document that states the future goals and policies of the community regarding to land use, recreation, utilities, housing, municipal services and more. The [Comprehensive Plan](#) provides a framework for future growth and development of the city.

RELEVANT BOARDS AND CITY COUNCIL

CITY COUNCIL:

Meets at 5PM on the first and third Mondays of every month, except holidays, unless otherwise specified.

PLANNING AND ZONING COMMISSION (P&Z):

Meets at 5PM on the Tuesday after the second City Council meeting of every month, unless otherwise specified. Regular meeting schedule can found on page 7.

BOARD OF ADJUSTMENT (BOA):

BOA meetings are called as needed. The Sherman P&Z currently functions as the BOA.

RELEVANT CODES

PLATS

§ 10 Subdivision Ordinance

ZONING

§ 14 Zoning Ordinance

SITE PLANS

§ 14.06.004 Site Plan

WHERE ARE CITY COUNCIL MEETINGS, P&Z MEETINGS, AND BOARD OF ADJUSTMENT MEETINGS HELD?

City Council Chambers at Sherman City Hall, located at 220 W. Mulberry Street, Sherman TX 75090, unless otherwise specified.

IS MY PROPERTY LOCATED WITHIN THE CITY LIMITS OR IN THE ETJ?

For more information, please view the [City of Sherman Interactive Map](#).

HOW DO I KNOW IF I HAVE THE RIGHT INFORMATION?

This Development Guide provides you with most of the information you will need to proceed. It is always good to contact a staff person if you are unsure or have a question.

Sherman Development Services staff is ready to help guide you through your project. You can reach staff by contacting the following:

Phone: 903-892-7229

planning@cityofsherman.com

engineering@cityofsherman.com

building@cityofsherman.com

SELF SERVICE PORTAL **NEW**

The City has introduced a new permitting software for all planning, engineering and building applications. This is intended to streamline the process and improve the customer experience and support. [Click here to try it today!](#)

Pre-Development Meeting

Pre-Development meetings, or development review meetings, are recommended before any planning and zoning submittal or new land development project. These meetings are not required but are highly encouraged for commercial and multifamily developments and residential subdivisions.

WHAT TAKES PLACE AT A PRE-DEVELOPMENT MEETING?

At this meeting City staff will discuss the general needs, plans, and constraints for your project. This discussion will identify the codes, ordinances, infrastructure locations, and department requirements that might affect your project.

WHAT YOU NEED FOR THE PRE-DEVELOPMENT MEETING:

The owner of the property or person under contract to purchase must be present at the meeting, and a conceptual plan for the site must be submitted to the planning department before the meeting can be scheduled. The more information you can provide to staff ahead of time, the more informative the discussion can be. Please review current ordinances and the Development Guide prior to the Pre-Development Meeting so you can be prepared with questions that you may have.

SCHEDULING & PROCESSING

To schedule a Pre-Development meeting, email planning@cityofsherman.com. The meetings occur Thursday mornings between 9:00AM and 12:00PM in one-hour increments. In person meetings are preferred, but the City can accommodate virtual meetings for applicants outside of the Dallas-Fort Worth Region upon request.

Note:

No rights derived from Chapter 245 of the Texas Local Government Code, as amended, shall accrue from any Pre-Development Meeting, Development Review Process or documents offered for review in connection therewith. There shall be no vested rights based on a Pre-Development Meeting.

Planning and Zoning Schedule

Below is the 2025/2026 Calendar for Planning and Zoning Commission (P&Z), Board of Adjustment, and City Council meeting dates. The Application Accepted date is the date a complete application (see Development Application Checklist) is accepted for submittals to the P&Z, Board of Adjustment, and City Council dates for that month.

2025/2026 PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT CALENDAR

MONTH APPROVED	Zone Changes and Specific Use Permits ^{2,3}			Site Plan and Temporary Use Permits ³		Variances and Special Exceptions ³	
	APPLICATION ACCEPTED	P&Z MEETING	CITY COUNCIL MEETING	APPLICATION ACCEPTED	P&Z MEETING	APPLICATION ACCEPTED	BOARD OF ADJUSTMENT MEETING
OCTOBER	8/6/2025	9/16/2025	10/20/2025	9/10/2025	10/21/2025	9/10/2025	10/21/2025
NOVEMBER	9/10/2025	10/21/2025	11/17/2025	10/8/2025	11/18/2025	10/8/2025	11/18/2025
DECEMBER	10/8/2025	11/18/2025	12/15/2025	11/5/2025	12/16/2025	11/5/2025	12/16/2025
JANUARY	11/5/2025	12/16/2025	1/20/2026	12/10/2025	1/21/2026	12/10/2025	1/21/2026
FEBRUARY	12/10/2025	1/21/2026	2/16/2026	1/7/2026	2/17/2026	1/7/2026	2/17/2026
MARCH	1/7/2026	2/17/2026	3/16/2026	2/4/2026	3/17/2026	2/4/2026	3/17/2026
APRIL	2/4/2026	3/17/2026	4/20/2026	3/11/2026	4/21/2026	3/11/2026	4/21/2026
MAY	3/11/2026	4/21/2026	5/18/2026	4/8/2026	5/19/2026	4/8/2026	5/19/2026
JUNE	4/8/2026	5/19/2026	6/15/2026	5/6/2026	6/16/2026	5/6/2026	6/16/2026
JULY	5/6/2026	6/16/2026	7/20/2026	6/10/2026	7/21/2026	6/10/2026	7/21/2026
AUGUST	6/10/2026	7/21/2026	8/17/2026	7/8/2026	8/18/2026	7/8/2026	8/18/2026
SEPTEMBER	7/8/2026	8/18/2026	9/21/2026	8/12/2026	9/22/2026	8/12/2026	9/22/2026
OCTOBER	8/12/2026	9/22/2026	10/19/2026	9/9/2026	10/20/2026	9/9/2026	10/20/2026
NOVEMBER	9/9/2026	10/20/2026	11/16/2026	10/7/2026	11/17/2026	10/7/2026	11/17/2026
DECEMBER	10/7/2026	11/17/2026	12/21/2026	11/4/2026	12/15/2026	11/4/2026	12/15/2026

MONTH APPROVED	Preliminary Plat		Final Plat Approval ⁴	
	APPLICATION ACCEPTED	STAFF RESPONSE DEADLINE	FINAL PLAT APPLICATION ACCEPTED	P&Z MEETING
OCTOBER	9/17/2025	10/17/2025	9/24/2025	10/21/2025
NOVEMBER	10/15/2025	11/14/2025	10/22/2025	11/18/2025
DECEMBER	11/12/2025	12/12/2025	11/19/2025	12/16/2025
JANUARY	12/17/2025	1/16/2026	12/23/2025	1/21/2026
FEBRUARY	1/14/2026	2/13/2026	1/21/2026	2/17/2026
MARCH	2/11/2026	3/13/2026	2/18/2026	3/17/2026
APRIL	3/18/2026	4/17/2026	3/25/2026	4/21/2026
MAY	4/15/2026	5/15/2026	4/22/2026	5/19/2026
JUNE	5/13/2026	6/12/2026	5/20/2026	6/16/2026
JULY	6/17/2026	7/17/2026	6/24/2026	7/21/2026
AUGUST	7/15/2026	8/14/2026	7/22/2026	8/18/2026
SEPTEMBER	8/12/2026	9/11/2026	8/26/2026	9/22/2026
OCTOBER	9/16/2026	10/16/2026	9/23/2026	10/20/2026
NOVEMBER	10/14/2026	11/13/2026	10/21/2026	11/17/2026
DECEMBER	11/12/2026	12/11/2026	11/18/2026	12/15/2026

1. All submittals must now be made through the **Self Service Portal**. Applications may be submitted prior to the deadline, but will not be accepted by the City after 5:00 pm on the Application Accepted date displayed on this page.

2. Planned Development (PD) submittals will require additional time for staff to review the zone change application.

3. The City reserves the right to modify the timelines in particular zoning, specific use permits, site plan, temporary use permits, variances and special exceptions requests at the City's sole discretion.

4. A final plat requiring or conditioned on a zoning change will not be approved by the Planning and Zoning Commission if the zoning request has not yet been approved by City Council.

Application Fees

There are application fees associated with each Application Type for the City of Sherman. See Appendix C of the Code of Ordinances for the adopted fee schedule.

HOW DO I PAY THE APPLICATION FEE?

The preferred method of payment is through the **Self Service Portal**, but you can also mail a check or pay in person in the Development Services Department located at 317 S. Travis.

ZONING CHANGES:

\$500

SPECIFIC USE PERMITS:

\$500

PLANNED DEVELOPMENT DISTRICTS:

\$100 PER ACRE

PRELIMINARY PLATS:

\$350 + \$5 PER LOT OR \$5 PER ACRE, WHICHEVER IS GREATER

FINAL PLATS:

\$350 + \$5 PER LOT OR \$5 PER ACRE, WHICHEVER IS GREATER

REPLATS:

\$350 + \$5 PER LOT OR \$5 PER ACRE, WHICHEVER IS GREATER

SITE PLANS:

\$150 FOR 5 ACRES OR LESS, \$30 PER ACRE FOR LARGER THAN 5 ACRES UP TO A MAX OF \$2,500

VARIANCE/SPECIAL EXCEPTIONS:

\$250

TEMPORARY USE PERMITS:

\$150

CIVIL PLANS (RESIDENTIAL):

\$3,000 PER ACRE OR \$1,000 PER LOT, WHICHEVER IS GREATER, WITH A MINIMUM FEE OF \$3,000

CIVIL PLANS (NONRESIDENTIAL OR MULTI-FAMILY):

\$1,500 PER ACRE OR \$4,000 PER LOT, WHICHEVER IS GREATER

GRADING PERMITS:

\$150

TREE REMOVAL PERMITS:

\$250

PROPERTY NOTIFICATION SIGN:

\$150 FOR 4' X 4' SIGN
\$50 FOR 2' X 2' SIGN

PART 2: ZONING AND LAND USE

Zoning Changes

WHEN DO I NEED A ZONING CHANGE?

Zoning Changes may be necessary to ensure compliance with the Sherman's Zoning Ordinance for new development, redevelopment, expansion, alteration, or change in use on a property or lot.

ZONING CHANGE SUBMITTAL REQUIREMENTS:

1. Completed **Master Application Form**
2. Current Deed showing proof of ownership
3. Property Survey (including legal description signed by a licensed surveyor) or plat. An improvement survey may be required if there are existing structures on the subject property
4. Site Plan for Multifamily, Commercial, and Manufactured Zoning Change Requests (See Site Plan Requirements)
5. Project Narrative describing the project and uses
6. Digital copy of the application submitted to the **Self Service Portal**
7. Application Fee will be invoiced following submittal
8. Completed **Building Material Standards Voluntary Acknowledgment Form**

Unsure of your current zoning or use?
You may want a Zoning Verification Letter (\$50 Fee).

Contact planning@cityofsherman.com to learn more.

WHAT IS THE ZONING PROCESS?

1 Schedule a Pre-Development Meeting (Recommended)

2 Submit a Zoning Change Application

3 Staff Review and Analysis

4 Attend a Planning and Zoning Public Hearing

5 Attend a City Council Public Hearing

Specific Use Permits

WHEN DO I NEED A SPECIFIC USE PERMIT?

A Specific Use Permit (SUP) may be required depending on the development that is desired, if prescribed in Sherman's Zoning Ordinance.

SUP SUBMITTAL REQUIREMENTS:

1. Completed **Master Application Form**
2. Current Deed showing proof of ownership
3. Property Survey (including legal description signed by a licensed surveyor) or plat. An improvement survey may be required if there are existing structures on the subject property
4. Site Plan (See Site Plan Requirements)
5. Project Narrative describing the project and uses
6. Digital copy of the application submitted to the **Self Service Portal**
7. Application Fee will be invoiced following submittal
8. Completed **Building Material Standards Voluntary Acknowledgment Form**

SUP requests may be submitted concurrently with zone change requests.

All submittals are to be made through the Self Service Portal.

To determine if you need a Specific Use Permit, click here for a comprehensive list of uses that require a Specific Use Permit.

WHAT IS THE SUP PROCESS?

- 1 Schedule a Pre-Development Meeting (Recommended)
- 2 Submit a Specific Use Permit Application
- 3 Staff Review and Analysis
- 4 Attend a Planning and Zoning Public Hearing
- 5 Attend a City Council Public Hearing

Planned Developments

WHAT IS A PLANNED DEVELOPMENT?

A Planned Development (PD) zoning district is a tool intended to facilitate the planning, design, and development of integrated land uses on qualifying tracts of land (a minimum of 5 contiguous acres) that cannot adequately be accommodated with conventional (or existing) zoning districts. A PD should further the goals of the comprehensive plan, demonstrate enhanced and contextual design standards, present a well-organized and cohesive land plan, and contain clear and concise development regulations.

PLANNED DEVELOPMENT SUBMITTAL REQUIREMENTS:

1. Completed **Master Application Form**
2. Current Deed showing proof of ownership
3. Property Survey (including legal description signed by a licensed surveyor)
4. PD document, drafted by the applicant
5. Project Narrative describing the project and type of use
6. Digital copy of the application submitted to the **Self Service Portal**
7. Application Fee will be invoiced following submittal
8. Completed **Building Material Standards Voluntary Acknowledgment Form**

WHAT IS THE PLANNED DEVELOPMENT PROCESS?

1 Schedule a Pre-Development Meeting (Recommended)

2 Submit a Planned Development Application

3 Staff and Applicant Meetings and Analysis Review

4 Attend a Planning and Zoning Public Hearing

5 Attend a City Council Public Hearing

PART 3: PLATTING & SUBDIVIDING LAND

Plats

WHEN DO I NEED A PLAT?

Once you ensure you have the correct zoning, platting will be required to legally prepare your land for development. A plat may be required prior to new development, redevelopment, expansion, alteration, or change in use on a property or lot to ensure compliance with Sherman's Zoning and Subdivision Ordinance. **Prior to platting, a tree survey may be required.**

A plat may also be required to receive utilities and a building permit for new construction or additions. Building permits will not be issued unless the project is on a single undivided platted lot. The City of Sherman regulates subdivision plats within its city limits and extraterritorial jurisdiction (ETJ). Staff will have 30 days to review and provide comments. The Preliminary Plat is valid for two years after approval.

You can find the submittal requirements for each type of plat application on the following two pages of this guide.

Unsure of platting requirements? Go to Sherman's Subdivision Ordinance for more information.

Contact engineering@cityofsherman.com if further information is needed.

WHAT IS THE PLAT PROCESS?

- 1 Schedule a Pre-Development Meeting (Recommended)**
- 2 Submit a Preliminary Plat for Staff Review and Approval**
- 3 Submit Civil Plans to Engineering for Review and Approval**
- 4 Submit Final Plat or Replat for P&Z Review and Approval**
- 5 Attend a P&Z Public Meeting**

Plat Submittal Requirements

If submitting any type of plat to the City of Sherman, please follow the procedures and instructions from key documents. The submittal requirements on the next two pages provide detailed information for your submittal, including those items that will ensure you have a complete application. An application must be considered complete and officially filed in accordance with Article 10.02 of the Subdivision Ordinance prior to being processed for review and consideration. The Development Application Checklist, included in the appendix of this guide, must be filled out and signed for your plat application type along with the Master Application Form.

Please be aware that there are required components, notes, signature blocks, and other specific ways that the plat document must be organized. A plat cannot be approved until the plat preparer addresses each of these elements. Knowledge of the requirements will help you prepare a more compliant plat, which will make for a smoother review process.

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS:

1. Completed **Master Application Form**
2. Development Application Checklist completed and signed
3. Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application
4. One (1) digital copy of the Preliminary Plat prepared by a professional engineer or a licensed surveyor
5. The preliminary plat shall be drawn to a scale of not to exceed one inch equals one hundred feet measuring twenty-four (24) inches by thirty-six (36) inches
6. If the land being replatted includes existing buildings on the property, a Site Plan showing surveyed building setbacks may be required
7. A Tree Survey is required for preliminary plat submittals larger than 5.0 acres unless otherwise exempted in Subsection 10.03.009 in the Subdivision Ordinance
8. Digital copies submitted to the **Self Service Portal**
9. Application Fee will be invoiced following submittal

FINAL PLAT AND REPLAT SUBMITTAL REQUIREMENTS:

1. Completed **Master Application Form**
2. Development Application Checklist completed and signed
3. Current Deed showing proof of ownership. Ownership reflected on the deed shall match the application
4. One (1) digital copy of the Final Plat or Replat prepared by a professional engineer or a licensed surveyor
5. Digital Copies submitted to the **Self Service Portal**
6. Application Fee will be invoiced following submittal

Notes pertaining to Final Plats and Replats and the Recording of a Final Plat or a Replat with Grayson County:

- City staff shall approve a Preliminary Plat prior to the submittal of a Final Plat or Replat.
- All changes, alterations and modifications required from City Staff on the Preliminary Plat shall be incorporated into the Final Plat or Replat.
- The Final Plat or Replat shall be accompanied by a letter from the electric, gas and phone companies stating that all easements are satisfactory for the installation and maintenance of their respective utilities. The letter shall be accompanied by a print of the Final Plat or Replat showing the proposed utility plans.
- The record version of the Final Plat or Replat shall be printed on paper measuring twenty-four (24) inches by thirty-six (36) inches. The scale shall be one inch equals one hundred (100) feet maximum and 3 paper originals of the same size.
- You must provide certification that all taxes and fees have been paid in the form of a current Tax Certificate issued by the Grayson County Tax Office.



PART 4: SITE DEVELOPMENT

Site Plans

WHEN DO I NEED A SITE PLAN?

A Site Plan is a plan drawing of an individual site that details the building footprint, infrastructure, circulation, parking, open space, and other site components prior to development. Site Plans are required for all non-residential and multifamily development projects including new construction additions or changes to the site including parking lots.

You can find the Site Plan Requirements here.

GENERAL STANDARDS OF THE SITE PLAN SUBMITTAL REQUIREMENTS:

1. Completed **Master Application Form**
2. Current Deed showing proof of ownership
3. Property Survey; an improvement survey may be required if there are existing structures on the subject property
4. Site Plan (Digital Copy 24x36)
5. Building Elevations (Digital Copy 24x36)
6. Landscape Plan (Digital Copy 24x36)
7. Digital copies submitted to the **Self Service Portal**
8. Application Fee will be invoiced following submittal

Unsure of what should be included in a Landscape Plan? You can review the Landscape Plan Checklist in the Appendix of this Guide.

WHAT IS THE SITE DEVELOPMENT PROCESS?

- 1 Schedule a Pre-Development Meeting (Recommended)
- 2 Submit Site Plan for Staff Review
- 3 Submit Site Plan for P&Z Approval with Staff Comments Addressed
- 4 Attend a Planning and Zoning Public Hearing
- 5 Staff will send Approval or Denial Letter following P&Z Meeting
- 6 Planned Development (PD) Site Plans require City Council Approval

Variance/Special Exceptions

WHEN DO I NEED A VARIANCE/SPECIAL EXCEPTION?

Variance/Special Exception Requests are for deviations from the zoning regulations for special circumstances. Variances/Special Exceptions may be granted by the Board of Adjustment when the criteria based in the City's Zoning Regulations has been met.

VARIANCE/SPECIAL EXCEPTION SUBMITTAL REQUIREMENTS:

1. Completed **Master Application Form**
2. Current Deed showing proof of ownership
3. Property Survey (including legal description may be required for submittal); an improvement survey may be required if there are existing structures on the subject property
4. Site Plan and Elevations
5. Project Narrative describing the Variance/Special Exception request
6. Digital copies submitted to the **Self Service Portal**
7. Application Fee will be invoiced following submittal

VARIANCE/SPECIAL EXCEPTION PROCESS:

- 1 Schedule a Pre-Development Meeting
(Recommended)
- 2 Submit a Variance/Special Exception Application
- 3 Staff Review and Analysis
- 4 Attend a Board of Adjustment Public Hearing*
**Occurs in the Same Meeting as P&Z.*

Temporary Use Permits

WHAT IS A TEMPORARY USE PERMIT?

A Temporary Use Permit is required for a short-term use that will be discontinued after a specified time. Examples include, but are not limited to, special events, on-site construction buildings, seasonal businesses, etc. Prior to the establishment of a temporary use within the City Limits, a Temporary Use Permit must be obtained.

TEMPORARY USE PERMIT REQUIREMENTS:

1. Completed **Master Application Form**
2. Current Deed showing proof of ownership. Ownership reflected on the Deed shall match the application
3. Property Survey including legal description may be required for submittal
4. Site Plan and Elevations demonstrating Temporary Use Permit Request
5. Project Narrative describing the project and type of use
6. Digital Copies submitted to the **Self Service Portal**
7. Application Fee will be invoiced following submittal

TEMPORARY USE PERMITS PROCESS:

- 1 Schedule a Pre-Development Meeting
(Recommended)
- 2 Submit a Temporary Use Permit Application
- 3 Staff Review and Analysis
- 4 Attend a Planning and Zoning Public Hearing

PART 5: CIVIL PLANS

Civil Plans

Civil Plans must be submitted for any subdivisions, commercial or multi-family sites, or single-family lots that require public infrastructure improvements. **You can find the Civil Plans Application Form on the website or by clicking here.** Below are the steps for completing Civil Plans:

1 Schedule a Pre-Development Meeting
(Recommended)

2a Submit a Preliminary Plat for Staff Review*
**If not correctly platted*

2b Submit a Site Plan for Staff Review*
**Can be concurrent with Step 2 if required*

3 Submit Civil Plans for Staff Review and Approval*
**Will not accept until after Preliminary Plat is approved by City Staff and Site Plan is approved by P&Z, if applicable, and all comments have been addressed.*

4 Engineering Reviewer to be assigned and begin review

5 Plan is approved by Staff and Issued for Construction

Construction

The Construction Phase of the project development can begin when the Civil Plans have been determined to be substantially complete or issued for construction. A Pre-Construction Meeting can be scheduled following the submittal of the Pre-Construction Application and having the Third-Party Agreement fully executed by all parties. **You can find more information about this process on the website or by clicking here.** Below are the steps for completing the Construction Phase:

1 Schedule a Pre-Construction Meeting and a Third-Party Agreement Meeting

2 Public Infrastructure Construction

3 Submit Final Plat for P&Z Approval

4a Plat filing - Provide printed signed copies for filing with the County

4b Property Addresses Assigned

5 Issue Building Permit from Building Department

6 Record Drawings of Public Infrastructure Submitted to Engineering Prior to Certificate of Occupancy Issuance

PART 6: NEXT STEPS

Building Permits

After other approvals have been obtained the applicant must file for a Building Permit. Make sure that your plat has been filed and recorded with Grayson County by City Staff and that other necessary approvals from the City of Sherman are in hand. Building Permits are also handled through the Sherman Development Services Department. The steps and submittal requirements are not included in this Development Guide, but you can contact a staff person in the department to help you prepare and manage your Building Permit process. Please note that Building Permit Fees are determined by the approved Fee Schedule in Appendix C of the Code of Ordinances and may also include Impact Fees required for roadways, water, and wastewater.

Frequently Asked Questions

WHEN IS A BUILDING PERMIT REQUIRED?

[Click here](#) to find more information on building permits and inspections.

IS A PERMIT REQUIRED FOR A STORAGE/ACCESSORY STRUCTURE?

Yes, a permit is required. For more information on the permit process, click or visit here: [Code of Ordinances, Chapter 14.04.002, Accessory buildings and structures.](#)

DOES SHERMAN HAVE A TREE ORDINANCE?

Yes, the tree protection ordinance was approved by City Council on December 18, 2023. [Click here](#) for more information about Sherman's Tree Protection and Landscaping Ordinances.

IS A PERMIT REQUIRED FOR A FENCE?

Yes, a permit is required. For regulations regarding fences/screening, click or visit here: [Code of Ordinances, Chapter 14.04.004, Fences and screening devices.](#)

WHAT ARE SHERMAN'S SIGN REQUIREMENTS?

[Click here](#) to find information on what signs are allowed and if a sign permit is required.

WHAT IS THE EXTRATERRITORIAL JURISDICTION (ETJ)?

The ETJ is a buffer extending outside the city limits which grants certain development approval authority to the City of Sherman. Properties outside of the city limits but inside the ETJ will follow the requirements of the Sherman Subdivision Ordinance but not to the Zoning Ordinance.

APPENDIX: FORMS & CHECKLISTS



Master Application Form

Application Type (and fee)

- | | |
|--|---|
| ☐ Zoning Change (\$500) | ☐ Planned Development District (\$100 per acre) |
| ☐ Variance/Special Exception (\$250) | ☐ Zoning Verification Letter (\$50) |
| ☐ Temporary Use Permit (\$150) | ☐ Preliminary Plat (\$350 + \$5.00 per lot or \$5.00 per acre, whichever is greater) |
| ☐ Specific Use Permit (\$500) | ☐ Final Plat (\$350 + \$5.00 per lot or \$5.00 per acre, whichever is greater) |
| ☐ Site Plan, 5 acres or less (\$150.00) | ☐ Replat (\$350 + \$5.00 per lot or \$5.00 per acre, whichever is greater) |
| ☐ Site Plan, over 5 acres (\$30 per acre with a max of \$2,500) | |

General Information

Proposed Project Name _____ Total Acres _____

Project Address _____

Legal Description _____

For Plats only: Proposed Lots _____ ☐ Residential ☐ Commercial

Property Owner Information

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Owner's Signature _____

- ☐ I authorize the following person to submit this application and serve as my representative for this request.

Applicant Information (If different than Property Owner)

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Applicant's Signature _____

- The Property Owner listed on the deed must sign the application for a complete application
- The application must be submitted by the deadline to the **Self Service Portal**
 - (<https://cityofshermantx-energovweb.tylerhost.net/apps/selfservice#/home>)
- Any required property notification sign(s) will be paid for and displayed by applicant once an amount is determined



Building Material Standards Voluntary Acknowledgment Form

The City of Sherman has adopted regulations related to building material standards to promote the historical, cultural, and/or architectural importance of buildings within the city. State law allows municipalities to enter into an agreement to enforce these standards.

To view the Building Material Standards Development Agreement, go to the Quick Links on the Development Services website.

Property Owner Information

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Applicant Information (If different than Property Owner)

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

- ☐ I HAVE REVIEWED the Building Materials Standards Development Agreement.
- ☐ I AGREE to the terms and conditions detailed in the Building Materials Standards Development Agreement, and I will return an executed and notarized version of the agreement within 15 days of the date set forth below.
- ☐ I DO NOT AGREE to the terms and conditions detailed in the Building Materials Standards Development Agreement. Provide an explanation below:

Owner's Signature _____

Date: _____

Applicant's Signature _____

Date: _____

Landscape Plan Checklist

A Landscape Plan is required with all Preliminary Plat submittals and Site Plan submittals. A Landscape Plan is a component of other submittals and does not require a separate fee. The following are the minimum requirements to be included in the Landscape Plan.

Adhere to the following instructions:

Overall Landscape Plan

- ☐ Final submission of a Landscape Plan should be sealed, signed, and dated by a Registered Landscape Architect.
- ☐ Include Location Map, North Arrow and Scale on Landscape Plan.
- ☐ Provide information for all immediately adjacent properties including owner and current zoning.
- ☐ Provide detailed landscape requirements calculations table.
- ☐ Provide detailed landscape materials list complete with type, quantities, sizes, heights, etc. all meeting Landscape Ordinance Requirements.

Site Landscape Area

- ☐ Clearly reflect the required percentage of area devoted to landscaping, based on the property zoning
- ☐ The proper Street Perimeter and / or Compatibility Landscape Buffers provided with appropriate landscaping per the Landscape Ordinance Requirements
- ☐ All easements located on this site shown and labeled on the Landscape Plan.

Parking Lot Landscaping

- ☐ Non-Residential Developments: Provide calculations showing landscaped areas within parking lot area are not less than ten (10%) percent of the total parking area and associated drives.
- ☐ Provide landscape plantings shown on plan provided to meet Landscape Ordinance requirements.
- ☐ A two (2') foot wide strip of non-vegetative pervious material shall be provided and shown in front of and around sides of all perimeter parking and interior parking island locations.
- ☐ All parking and interior landscaped islands must include six (6") inch curbs and gutters to provide protection of the landscaped areas. Low Impact Development (LID) stormwater components may also be considered.

Property Notification Sign Criteria Checklist

A property notification sign is a sign erected on the property requested to publicize a Zoning Change, Specific Use Permit, Variance, Special Exception and/or Residential Replat. The number of signs and the placement of signs shall be determined by Development Services staff following the submittal of a complete application. It is the responsibility of the owner/project representative to contact Development Services Department to verify the number and location of signs needed.

Adhere to the Following Instructions:

Signs Design

- ☐ The signs shall comply with the following dimensions on the attached Zoning Sign Design Diagram.
 - a. Greater than 1 Acres must have a four (4) feet by four (4) feet Sign.
 - b. Under 1 Acre must have a two (2) feet by two (2) feet Sign.

Cost

- ☐ City of Sherman will provide all required signage, at the following cost:
 - a. Four (4) feet by four (4) feet: \$150 per sign.
 - b. Two (2) feet by two (2) feet: \$50 per sign.
- ☐ The applicant will be notified when the sign(s) are available to be picked up.

Placement

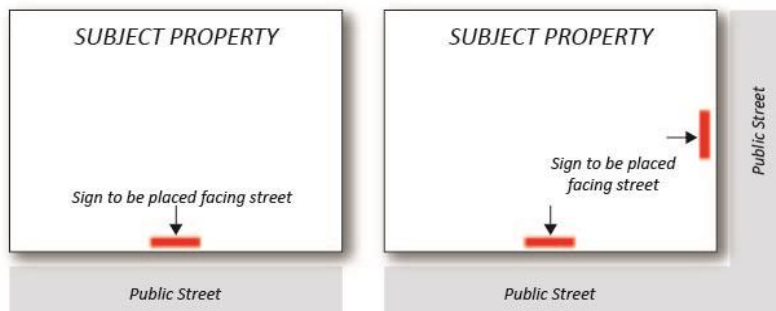
- ☐ The sign shall be placed in a location visible from all streets adjacent to the property included in the request.
- ☐ One (1) sign shall be erected adjacent to each street frontage of the property.
- ☐ Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground.
- ☐ Sign shall be placed parallel to the roadway as demonstrated in the graphic below.

Proof of Posting

- ☐ The applicant shall erect the sign on the property fourteen (14) days prior to the first public hearing scheduled to discuss the Zoning, Specific Use Permit, Variance, Special Exception or Residential Replat, case applicable.
- ☐ The applicant is to be responsible for maintaining the sign on the property throughout the entire review process.
- ☐ The applicant must provide verification with a photograph that the zoning sign is in place one (1) week prior to the scheduled Planning and Zoning Commission meeting date.
 - a. Upload date-stamped PDF image to the existing plan application in the [Self Service Portal](#)

Removal of Signs

- ☐ The property owner or his/her representative must remove the sign within three (3) calendar days:
 - a. After the City Council's approval of the Zoning, Specific Use Permit or Residential Replat request for the property;
 - b. After the Board of Adjustments approval/denial of the Variance/Special Exception request for the property.
 - c. After the Planning and Zoning Commission denies the request, unless an appeal to the City Council is made; or
 - d. After the City Council denies the zoning request.



Subdivision Plat Signature Blocks

The following signature blocks are required to be included with Plat submittals.

- All text must be at least 10 pt. font
- Stamps or seals must not overlap text, leave enough room for a two-inch round seal
- Signatures and seals cannot be printed on the document and must be original signatures or wet stamps
- The name of the owner and the name of the plat must be consistent on all documents and throughout the plat

PREPARER'S CERTIFICATION FOR FINAL PLAT AND REPLAT

KNOW ALL MEN BY THESE PRESENTS:

THAT I, (preparer's name), do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision ordinance of the City of Sherman, Texas.

Signature: _____

Date: _____

The surveyor shall affix his seal on the plat adjacent to the certification.

SIGNATURE BLOCKS FOR APPROVING AUTHORITIES, FINAL PLAT AND REPLAT

Approved this (day) day of (month), 20 (year), by the City Planning and Zoning Commission of the City of Sherman, Texas.

Chairman

Secretary

Certificate of acceptance by the city council: *(To be placed on the plat in a manner that will permit the completion of the certificate by filling in the blank spaces.)*

OWNER'S CERTIFICATE OF DEDICATION FOR FINAL PLAT AND REPLAT

That (owner) , acting by and through its duly authorized agent, does hereby adopt this plat designating the herein described real property as (title of plat) , an addition to the City of Sherman, Grayson County, Texas, Being (acres) acres situated in and being a portion of the (Original survey) , City of Sherman, Grayson County, Texas and does hereby dedicate to the public use forever the streets and easements shown on this plat for the mutual use and accommodation of all public and private utilities desiring to use or using same. Any public or private utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of these easement strips and any public or private utility shall, at all times, have a right of ingress and egress to and from and upon said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without permission of anyone. This plat is approved subject to all ordinances, rules and regulations and resolutions of the City of Sherman, Texas.

WITNESS, my hand at (county name) County, Texas, this (day) day of (month) , (year).

 (owner)

By: _____

STATE OF TEXAS

COUNTY OF GRAYSON

Before me, the undersigned authority, a Notary Public in and for the County and State on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration therein and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this (day) day of (month) , (year).

Notary Public, State of Texas

AVIGATION RELEASE FOR PRELIMINARY PLAT, FINAL PLAT AND REPLAT

STATE OF TEXAS

COUNTY OF GRAYSON

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, (owner name) , hereinafter called OWNER (whether one or more), is the owner of a certain parcel of land situated in the City of Sherman, Grayson County, Texas, being more particularly described in this plat.

OWNER does hereby waive, release, remise, quit claim and forever hold harmless the City of Sherman, Texas, a home-rule municipality, hereinafter called CITY, and the Sherman Municipal Airport, hereinafter called AIRPORT, and their respective successors and assigns, of and from any and all claims for damages of any kind that OWNER may now have or may hereinafter have in the future by reason of the passage of any and all aircraft ("aircraft" being defined for the purpose of this instrument as any contrivance now known or hereinafter invented, including but not limited to jet, propeller-driven, civil, military, experimental or commercial aircraft and helicopters, regardless of existing or future noise levels, designed or used for the purpose of transporting persons or property through the air, by whoever owned or operated), in the airspace over OWNER's property. Such release shall include, but not be limited to, any damages to OWNER'S property, such as noise, vibration, fumes, dust, fuel and lubricant particles, and all other effects that may be caused by the operation of aircraft landing at, taking off from, operating at or on, or being maintained at the Sherman Municipal Airport, whether such claim be for injury or death to person or persons or damages to or taking of property.

This Release shall be binding upon OWNER and OWNER's successors, heirs, executors, administrators and assigns, , and shall be a covenant running with the land.

Executed this this (day) day of (month) , AD, 20 (year).

(Owner)

Civil Plans Application Form

Civil Plans Review Fee

- ☐ Residential: \$3,000 per acre or \$1,000 per lot whichever is greater with a minimum fee of \$3,000.
- ☐ Nonresidential or Multifamily: \$1,500 per acre or \$4,000 per lot, whichever is greater.

Civil Plans Review Fee payment:

- ☐ 50% with Civil Plan Submittal
- ☐ 50% with Third-Party Agreement

General Information

Project Name _____

Corresponding Plat Title _____

Preliminary Plat Approval Date _____ Site Plan Approval Date _____

Project Address _____

Developer Information

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Developer's Signature _____

Civil Engineer Information

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Engineer's Signature _____

Civil Plans Submittal Checklist

- ☐ Completed Civil Plans Application Form
- ☐ Preliminary Plat and/or Site Plan has been approved by the City
- ☐ Digital copy of complete submittal uploaded to the Self Service Portal
- ☐ One (1) half-size, to-scale, stapled hard civil set sent to the Engineering Department
- ☐ Payment of Civil Plans Fee by invoice after review
- ☐ Complete Civil Plans set in .pdf format including:
 - Title of approved plat on cover page of plans
 - Filed or proposed plat included in plans
 - Site Plan included in plans
 - City standard details included in plans
 - All City comments addressed on plat and in Civil Plans

Pre-Construction Application Form

General Information

Project Name _____ Sherman Project No. _____

☐ **Paid - Civil Review Fee Amount: \$** _____

Applicant Information

Name _____ Phone _____

Email _____

Signature _____ Date _____

Developer Information

Name (Owner) _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Contractor Information (Full company name for bonding forms. If company has a DBA please include.)

Name _____ Phone _____

Address _____ Email _____

City _____ County _____ State _____

Zip Code _____ Work Performing _____

☐ **Schedule of Values Attached & Construction Cost Amount: \$** _____

- ☐ Lump sum prices are not accepted unless approved by the City Engineer in advance.
- ☐ Only public facilities and public improvements shall be included in the Schedule of Values.
- ☐ The city engineer or his designee must approve the Schedule of Values prior to submission of the completed Three-Party Agreement.

Civil Engineer Information

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

This application must be submitted through the Self Service Portal.

Once the application form is received, the Three-Party Agreement documents will be created by the Engineering Department and returned to the applicant for execution by all parties.

If you have any questions, send an email to engineering@cityofsherman.com or call 903-892-7314.

Instructions for Execution and Submittal of Three-Party Agreement and Scheduling of the Pre-Construction Meeting

- ☐ Owner and Contractor must sign Three-Party Agreement and provide four (4) originals of documents. (Provided by the Engineering Department.)
- ☐ Attach Schedule of Values (bid item costs) as Exhibit "A". (Submitted with the Pre-Construction Application.)
- ☐ Provide required bonds:
 - ☐ All bond forms will be provided in the Three-Party Agreement documents. No other bond forms will be accepted.
 - ☐ Execute Performance Bond and Payment Bond in the amount of One Hundred Percent (100%) of the value of work (public infrastructure) to be performed.
 - ☐ Execute the Maintenance Bond in the amount of One Hundred Percent (100%) of the value of work (public infrastructure) to be performed for a term of two (2) years from the date of acceptance of work.
 - ☐ Power of Attorney will need to have an appointment with the surety company listed with the Texas Department of Insurance.
- ☐ Provide Certificate of Insurance and All Applicable Endorsements, in accordance, showing coverage with liability limits. The minimum limits are specified in item #10 of the Three-Party Agreement.
 - ☐ Project name listed on the insurance certificate and the City of Sherman named as certificate holder.
- ☐ Sign and date Acknowledgement Form related to the payment of inspection fees and testing costs prior to acceptance of public improvements.
- ☐ Submit four (4) sets of original documents as above, each with original signatures. The order of each set should be the following:
 - ☐ Three-Party Agreement
 - ☐ Exhibit "A" – Schedule of Values
 - ☐ Performance Bond, Payment Bond, and Maintenance Bond; power of attorney must be submitted for all bonds.
 - ☐ Certificate of Insurance
 - ☐ Acknowledgement Form

Scheduling for Pre-Construction Meeting: (the following will need to be submitted prior to scheduling of meeting)

- ☐ Provide Two (2), half size, to scale, copies and One (1) full size copy of approved construction plans, sealed by a Professional Engineer.
- ☐ Copy of construction materials submittals.
- ☐ List of proposed contractors and subcontractors with emergency contact phone numbers.
- ☐ All necessary off-site easements executed and submitted per instructions (if applicable).
- ☐ Copy of SWPPP, executed NOI or CSN, in pdf format, as applicable.
- ☐ Tree Removal Permit (even in the case that the site has no trees) submittal at Self Service Portal
- ☐ Grading Permit approval by Engineer if the contractor wishes to perform early grading. (this may only be completed after a Tree Removal Permit is issued)

Beginning Construction: The successful completion of the Pre-Construction Meeting constitutes the **Notice to Proceed (NTP)** for the project.

NO
TURN
ON
RED



ONE WAY

Houston St
Sherman 100 W →

