



PRE-DEVELOPMENT MEETING APPLICATION

Instructions

1. Form must first be downloaded in order to activate fillable fields.
2. All fields are required and must be completed. If the fields are not completed Development Services will not be able to complete your Pre-Development Meeting Request.
3. Please allow 3-5 business days to process.
4. Development Services will always contact you via email.
5. Once the Pre-Development Meeting Request form is complete, email the form and supporting documents to the email listed below.
6. Please provide Development Services with supporting documentation, such as a Survey, Drawings, Plans, Exhibits, Rough Design of Plat, Deed, or any other information that will help Development Services to prepare for your meeting.

DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT (972)-932-2216

FAX NUMBER: (972)-932-6288

EMAIL: kaufmanplanning@kaufmantx.org

FYI - ITEMS THAT WILL BE REQUIRED FOR ALL DEVELOPMENT

	Check list
	Application
	Fees
	Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.
	Items to be reviewed
	Proposed plans to be reviewed (3 full size sets of 24"x36" and 1 set of 11"x17")
	Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	Engineering Plans
	Civil Plan Review Application
	Proposed plans to be reviewed (3 full size sets of 24"x36")
	Digital copy on a usb drive (the drive will not be returned and can contain all sets)
	Plats will be filed at Kaufman County Courthouse by City of Kaufman staff
	Land Study for properties over 25 acres
	Traffic Impact Analysis (TIA) Section 3.1.c.3 and Section 3.1.e



DEVELOPMENT PLAT REVIEW APPLICATION

1. Meeting Information:

Project Name: _____

Applicant's Name: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

2. Affiliation With Project:

Property Owner _____ Agent/Developer _____ Prospective Buyer _____

Other, please explain: _____

3. Please Indicated The Primary Purpose Of This Meeting Request:

Due Diligence Or Fact Finding _____ Project Feasibility _____ Design Requirements _____

Other, please explain: _____

4. Please List Several Available Dates That You Will Be Available To Meet With Staff:

5. General Description Of This Project:

6. Property Information:

General Street Location: _____ PID: _____

Street Address: _____

Lot, Block, & Subdivision Name: _____

Present Zoning: _____ Present Land Use: _____

Future Land Use Designation: _____

Is the property located inside the City limits? Yes _____ No _____ Don't Know _____

Is this property located inside the City's ETJ? Yes _____ No _____ Don't Know _____

Water Provider: _____ Electric Provider: _____

Sewageprovider: _____ or Septic System: _____

Increasing The Number Of Lots: _____ Decreasing The Number Of Lots: _____

Number Of Proposed Lots: _____ Acreage For Project: _____

Is This A Piece Of A Larger Parcel Of Land: Yes _____ No _____ Don't Know _____

7. Project Type:

Single Family Residential _____ Multi-Family Residential _____ Commercial _____

Planned Development _____ RV Park Or Camp Ground _____ Industrial _____

Other: _____

8. Please Provide Any Additional Information Or Questions You May Have Here.

Date of meeting: _____ Time of meeting: _____ Sent email of date and time: _____