



PRE-DEVELOPMENT MEETING APPLICATION

Instructions

1. Form must first be downloaded in order to activate fillable fields.
2. Complete the fields as fully as possible, knowing that some fields may not apply or the information is unknown to the applicant.
3. Please allow 3-5 business days to process.
4. Development Services will always contact you via email.
5. Once the Pre-Development Meeting Application form is complete, email the form and supporting documents to the email listed below.
6. Please provide Development Services with supporting documentation (in PDF format), such as a Survey/Aerial, Conceptual Site Plan, Conceptual Building Elevations, Existing/Proposed Floor Plans, or any other information that will help Development Services to prepare for your meeting.

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

EMAIL: jbray@kaufmantx.org

ITEMS REQUIRED

	Completed Pre-Development Meeting Application form (in PDF format), emailed to jbray@kaufmantx.org
	Survey/Aerial, Concept Plan, Elevations/Floor Plans, or other exhibits (in PDF format) emailed to jbray@kaufmantx.org



PRE-DEVELOPMENT MEETING APPLICATION

1. Meeting Information:

Project Name: _____

Applicant's Name (and Business Name): _____

Phone #: _____ Email Address: _____

Names, Affiliations (i.e. architect, engineer, real estate agent, etc.), and Email Addresses of others that need to attend the meeting:

2. Applicant's Affiliation With the 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 *(meetings are typically conducted on Tuesday mornings from 10:30-11:15am and 11:15am-Noon, but we can meet outside those windows on a case-by-case basis with enough advance notice/coordination):*

5. General Description Of This Project:

6. Property Information:

Address, Intersection, or General Street Location: _____

Property ID(s): _____

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: _____

Sewage Provider: _____ or Septic System: _____

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 _____

Mixed-Use Development _____ RV Park Or Camp Ground _____ Industrial _____

Other: _____

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