

## PRE-DEVELOPMENT MEETING REQUEST

The purpose of a Development Meeting is to provide a property owner/developer with the opportunity to participate in a meeting with all departments involved in the development process. To enable us to prepare accurate information and provide reliable service, we recommend that you complete and submit the following form and information outlined below at least four working days prior to a development meeting.

Development Meetings are typically conducted every Monday starting at 2:30 p.m., unless Monday is a City Holiday then they are scheduled for the following Tuesday starting at 2:30 p.m. Up to three groups can be schedule for the meeting. The meetings are held in the San Gabriel Conference Room at 201 N. Brushy Street. We recommend that you have your design professional(s) in attendance.

### INSTRUCTIONS:

Complete this form and provide the information outlined below. The meeting will be scheduled once these required items are provided.

- Review applicable ordinances before the meeting (e.g. Composite Zoning Ordinance, Subdivision Ordinance, Sign Ordinance, Landscape & Tree Ordinance, TOD Smart Code and Transect Map if located within TOD)
- Please submit the information electronically to the Planning Department by emailing [planning@leandertx.gov](mailto:planning@leandertx.gov) or calling 512-528-2771.

Contact Names: \_\_\_\_\_

Ph #: \_\_\_\_\_

Email: \_\_\_\_\_

Project Location: \_\_\_\_\_

County Identification Numbers (R#): \_\_\_\_\_

Project Description / Type: \_\_\_\_\_

**RECOMMENDED ITEMS FOR PRE-DEVELOPMENT MEETING:**

**Submit a digital copy of the following items to the Planning Department:**

1. List of people who will attend the meeting and their responsibilities in the project.
2. List of questions and topics that you wish to discuss.
3. Site location map, tax map or written description indicating the location of the proposed project.
4. Site boundary on FEMA floodplain map.
5. Written description of the proposed project.
6. Proposed conceptual site plan, sketch or other graphic information to depict the project.

***I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute City review for the purposes of approval or permit issuance. Upon submittal of the appropriate application(s) additional comments are to be expected that are not discussed in this meeting. Furthermore, I understand that this is not a development permit application and does not constitute the first in a series of permits (as defined by Sec. 245.001 et seq. of the Texas Local Government Code) for this proposed project.***

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PLEASE CHECK ANY TOPICS YOU WISH TO DISCUSS AT THE MEETING:**

The following are general discussion topics. If you have specific questions, please provide more information in the box below:

**Planning - Zoning**

- City Limits or ETJ
- Current Zoning Regulation
- Building Setbacks, Height and Lot Size Requirements
- Corridor Overlay Standards
- Architectural Design Standards
- Parking Requirements
- Landscape Requirements
- Screening Requirements
- Tree Preservation / Mitigation/Survey
- Application Process and Schedule
- Other \_\_\_\_\_

**Planning - Subdivision**

- Verify type of Plat required
- Preliminary Plats
- Short Form
- Easements
- Vacation Procedure
- Tree Preservation / Mitigation/Survey
- Other \_\_\_\_\_

**Transportation**

- Transportation Plan
- Driveway locations
- Deceleration Lane
- Parking and Loading Design Requirements
- Sidewalks
- Traffic Impact Analysis (TIA)
- Other \_\_\_\_\_

**Engineering – Drainage and Utilities**

- Detention/Water Quality Requirements
- Drainage Study Requirements
- FEMA Flood Plain
- Water and Sewer Infrastructure
- Verify Existing Lines and Size
- Taps / Meters
- Sidewalks, ADA Ramps, Guardrail
- Other \_\_\_\_\_

**Parks and Recreation**

- Parkland Dedication/Fee-in Lieu
- Other \_\_\_\_\_

**Building Code**

- Occupancy Class
- Exit Requirements
- Adopted Code Books (Bldg, Fire, Elect, Plumbing)
- Signage
- Architectural Code Analysis
- Other \_\_\_\_\_

**Fire**

- Fire Access
- Lanes / Turning Radii
- Hydrants / Hose Lengths
- Sprinkler & Alarms
- Other \_\_\_\_\_