



PRE-DEVELOPMENT MEETING REQUEST

PROJECT INFORMATION

Contact's Name: _____

Phone: _____ Email: _____

Owner's Name: _____

Project Name: _____

Project Address: _____

Property ID #: _____

REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING:

- List of all attendees and respective responsibilities in the development
- List of questions and topics to be discussed
- Site location map or tax map indicating the location of the proposed project.
- Written description of the proposed development
- Conceptual site plan, sketch or other graphic information to depict the proposed project

This application with the required documents are required to be submitted one week prior to the designated meeting date for the application to be considered complete.

ACKNOWLEDGEMENT AND SIGNATURE

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project on general terms. I have provided the information requested in this form and understand that this meeting does not constitute City review for the purpose 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 or projects, as defined by 245.001 et seq. of the Texas Local Government Code for this proposed project.

Signature

Date

Printed Name

For more information contact Susan Hargis
PO Box 776 / 101 Bascom Road, Suite A, Whitehouse, Texas 75791
P: 903-510-7502 / F: 903-510-7501
E: shargis@whitehousetx.org / www.whitehousetx.org