



Pre-Application Meeting Request

Pre-application Meetings are offered as a free service for applicants to learn more about the City's application procedures and help answer general questions. Representatives from various city departments may attend the meeting, based on the proposed project. When possible, any professionals that will be involved in designing or managing the project, such as engineers or architects, should attend the meeting to learn about the procedural requirements and how to assemble a complete application.

Pre-application Meetings are held by appointment only in one-hour increments. We suggest you submit your meeting request as soon as possible as requests are processed in the order in which they are received, and time slots fill quickly. To reserve your meeting time, **complete each section of this request form and attach a location map** of the area to be discussed. You may submit this form electronically through the website, in person to the Planning Department at 1604 Hwy 97 E., or by e-mail to lsawicki@jourdanton-texas.org. You will be contacted within 5 business days to arrange the time and date of the meeting. For questions, please call 830-769-3589 ext. 111.

General Information

Project Name: _____

Applicant's Name: _____ Phone: _____

Email Address: _____

Please indicate the primary purpose for the meeting:

Project Feasibility Project Design Ready to Submit Application Other

If other, please explain: _____

Please indicate the total number of people you expect to attend the meeting: _____

Are you familiar with the development process in Jourdanton? Yes No

Have you spoken with City Staff about this project? Yes No If yes, name: _____

Have there been previous City meetings on this project? Yes No If yes, date: _____

Is this an active project that has prior approvals? Yes No If yes, project name: _____

Property Information

Street Address: _____ Nearest Cross Street: _____

Parcel Tax ID# (ex. R012072): _____ Approximate Acreage: _____

Legal Description (subdivision/ survey name): _____

Zoning District: _____ Overlay District(s): _____

What is the current or most recent use of the property? _____

Are there any existing buildings on the property? Yes No Any Heritage Trees? Yes No Unsure

Project Details

Project Type: Commercial Multi-family Single-family Heavy Industrial Manufactured
 Other: _____

If the project is residential, please indicate the approximate number of new dwelling units/lots: _____

Please provide a detailed description of the proposed project: _____

Do you have preliminary site plans or concept drawings prepared? Yes No (If yes, please attach)

Do you intend to subdivide or combine the property with other parcels? Yes No

Are you proposing to build a new building(s)? Yes No Build a new parking area? Yes No

Will you expand or alter an existing building(s)? Yes No Demolish any buildings? Yes No

Are you proposing to install new signage? Yes No Do you propose tree removal? Yes No

Will you be constructing a new driveway? Yes No Do you propose new streets? Yes No

Do you propose new or improved water lines? Yes No New or improved sewer lines? Yes No

Please list any specific questions or topics you anticipate discussing: _____

Please indicate if there is a particular department which you would like present to: _____

Submittal Materials

For the Pre-application Meeting to be most effective, please submit the following with your request:

- Site location map or tax map;
- Conceptual site plan, sketches or other graphic information depicting the proposed project (if available);
- Any other pertinent project information that may be useful to help assess the project

By submitting this request form, the applicant understands that the pre-application meeting is for informational purposes and any preliminary analysis provided by staff during this meeting does not constitute a formal review of the project, imply subsequent approval, nor preclude future comments. It is the responsibility of the applicant to read and comply with all applicable ordinances and requirements in effect on the submittal date. An application must be submitted within six (6) months of the meeting or a new Pre-application Meeting will be required. Future meetings may be required for subsequent applications or to further prepare the applicant for submittal.

Following to be completed by City of Jourdanton

Date Received: _____

Received By: _____

Scheduled Meeting Date: _____

Meeting Time: _____

Staff to Attend: _____
