



PRE-DEVELOPMENT APPLICATION

Pre-development Application: The pre-development process allows applicants to meet with city staff and understand the development process, concerns and constraints prior to the submittal of a development application. Pre-development meeting provide the opportunity to receive feedback and preliminary comments for Planning, Engineering, Fire, Building, Health, Public Works and Community Image. The more information provided by the applicant such as, plats, plans, and layouts, will afford the opportunity for better assistance in comments. Pre-development meetings are typically available Wednesdays from 1:30-4:00 and are on a first come, first served basis.

Applicant Contact Information

Name _____ Company _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

Property Owner Contact Information

Name _____ List co-owners _____
Address _____ City _____ State _____ Zip _____
Phone _____ Email _____

Property Location

Address or General Location _____
Subdivision _____ Lot _____ Block _____

Please provide a brief description of the proposed request

The applicant or representative must notify planning staff of a cancellation a minimum of 24 hours prior to the scheduled Pre-Development meeting. In the event an applicant or representative either does not attend a scheduled Pre-Development meeting or does not provide a 24-hour notice of cancellation, the City will delay rescheduling a Pre-Development meeting. The degree of delay depends upon the number of previous cancellations (without adequate notification) or lack of attendance. Any occurrence would result in a delay based on the availability of future scheduled meetings. A Pre-Development meeting will be cancelled if an applicant is more than 15 minutes late for a 1-hour meeting (more than 8 minutes late for a 30-minute meeting). Consequently, the applicant will be subject to the above listed provision.

DEVELOPMENT SERVICES DEPARTMENT
6800 Main Street, The Colony, Texas 75056 Phone: 972-624-3122