Pre-Development Meeting Request Form

The purpose of a Pre-Development Meeting (or Pre-App) is to provide property owners/developers with an opportunity to discuss their proposed development project with City staff in a single conversation at a preliminary stage. The meeting is for informational purposes only and does not constitute pre-approval of any development project. The City will provide written meeting notes following the meeting. A fee of $500 is charged for a Pre-Development Meeting.

A COMPLETED PRE-DEVELOPMENT MEETING REQUEST MUST BE SUBMITTED BEFORE A MEETING CAN BE SCHEDULED.

Pre-Development Meetings:

- Requests must be received at least 7 days prior to the proposed meeting by 12 P.M. Staff will ensure application completeness and request payment.
- By appointment only, every Wednesday morning (9 AM – 12 PM), generally in 30-minute increments.
- Can be held in person at City Hall (400 Porter Street, Taylor, TX 76574) or as a virtual meeting or a combination of both.

Pre-Development Checklist:

Upload all required documents* to the Pre-Development Request generated through MyGovernmentOnline/MyPermitNow.

- ☐ *Submit a Completed Pre-Development Request Form.
- ☐ *Submit an Agent Authorization Form signed and notarized by all parties (as applicable).
- ☐ *A dimensioned Concept Plan showing the proposed layout of the site (building footprints, connections to utilities, impervious surfaces (parking lot – if applicable), general location of drainage/detention).
- ☐ *Provide a pre-determined list of questions for staff to guide the Pre-Development meeting.
- ☐ Acknowledgment that the applicant has viewed the City of Taylor Interactive GIS Map (showing the location of utility lines, zoning, and constraints)
- ☐ Acknowledgment that the applicant has reviewed the Envision Taylor Comprehensive Plan (showing growth sector, thoroughfare, and future land use designations, etc.)
- ☐ Acknowledgment that the applicant has reviewed the Land Development Code and the City of Taylor Engineering Manual

General Information:

Project Address *(If there is not an address, provide the street name and closest intersection to the subject location)*:

_____

WCAD Parcels R#s: _____

Provide distance in feet to the nearest runway (Taylor Municipal Airport): _____ feet.

Contact's Name: _____ Signature: _____

Design Professional's Name: _____ Signature: _____

Contact's Phone Number: _____

Contact's Email Address: _____

Project Details:

Project Type: ❑ Commercial ❑ Multi-Family ❑ Single-Family ❑ Industrial ❑ Mixed-Use

Please provide a detailed description of the proposed project:

_____

_____

_____

_____

_____

Do you desire to have a Pre-Development Meeting
□ In Person
□ Virtual
□ In Person & Virtual

Do you have the landowner's consent to develop the subject land/building/property? □ Yes   □ No
If you are not the property owner, you must provide an Agent Authorization Form.

Have you corresponded with a staff member about your proposal? □ Yes   □ No

If yes, provide the name of the staff member(s): _____

Please indicate what Departments you would like to be present:
□ Planning
□ Engineering
□ Fire
□ Public Works
□ Building/Permitting
□ Parks

PLEASE CHECK ANY TOPICS BELOW THAT 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 provided:

Planning - Zoning
□ (None)
□ City Limits or ETJ/Annexation
□ Current Growth Sector and/or Future Land Use
□ Current Place Type Allocation & Regulation
□ Building Types
□ Building Setbacks, Height and Façade Buildout
□ Small Area Plan - Special Employment District North
□ Parking Requirements
□ Landscape/Screening Requirements
□ Special Use Permit
□ Signage

Engineering -
□ (None)
□ Detention/Water Quality Requirements
□ Drainage Study Requirements
□ FEMA Floodplain/Taylor Floodplain
□ Water and Sewer Infrastructure
□ Sidewalks, ADA Ramps, Guardrails
□ Verify Existing Lines and Size
□ Taps/Meters
□ Scoping Meeting

Transportation -
□ (None)
□ Transportation Master Plan
□ Traffic Impact Analysis (TIA)
□ Driveway Locations/Ingress and Egress
□ Parking and Loading Design Requirements
□ Sidewalks, Paths, Trails
□ Access Easements

Planning - Subdivision
□ (None)
□ Verify Type of Plat Required
□ Shot Clock/Alternative Review
□ Preliminary Plat
□ Final Plat (includes Minor, Amending, Replat)
□ Vacation Procedure
□ Addressing
□ Expedited Review
□ Streamlined (SDP/Building Permit)

Fire -
□ (None)
□ Fire Access
□ Lanes/Turning Radii
□ Hydrants/Hose Lengths
□ Sprinkler & Alarms
□ Occupancy Class
□ Exit Requirements

Industrial Pre-Treatment -
□ (None)
□ Backflow Prevention Assemblies (BPA)
□ Pre-Treatment Requirements
□ Other