



PRE-DEVELOPMENT MEETING REQUEST

The purpose of a Pre-Development Meeting is to provide a property owner 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 Wednesday starting at 9:30 a.m., unless Wednesday is a City Holiday then they are scheduled for the following Wednesday starting at 9:30 a.m. Up to three groups can be scheduled for the meeting day. The meetings are held in the City Hall Conference Room at 1000 Buchanan Drive, Burnet, TX. We recommend that you have your engineering professional(s) in attendance.

INSTRUCTIONS:

Complete this form and provide the information outlined below. The meeting will be scheduled once these required items are submitted to the City of Burnet Development Services Desk.

- Review applicable ordinances before the meeting (e.g. City of Burnet Code of Ordinances including the Zoning Ordinance, Subdivision Ordinance, Sign Ordinance, Landscape & Tree Ordinance, Zoning Map, Etc.)
- Please submit the information electronically to the Planning Department by emailing developmentservices@cityofburnet.com or calling 512-715-3206.

Contact Names: _____

Ph #: _____

Email: _____

Project Location: _____

Property Identification Numbers (R#): _____

Project Description / Type: _____

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 and engineering 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 anything pertaining to an application, acceptance, approval or permit issuance. I understand this meeting is informational only, and the accuracy of information provided is not guaranteed. Upon submittal of the appropriate application(s) additional information and/or 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.

Property Owner (print)

Signature

Date

If Property Owner will be represented by an authorized representative please complete and return the Owners Authorization Affidavit to the Development Services Department and also sign below:

Authorized Agent (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
- ☐ Corridor Overlay Standards
- ☐ Architectural Design Standards
- ☐ Parking Requirements
- ☐ Landscape Requirements
- ☐ Screening Requirements
- ☐ Tree Preservation / Mitigation/Survey
- ☐ Application Process and Schedule
- ☐ Other _____

Planning - Subdivision

- ☐ Type of Plat
- ☐ Preliminary Plats
- ☐ Short Form
- ☐ Easements
- ☐ Vacation Procedure
- ☐ Tree Preservation / Mitigation/Survey
- ☐ 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 _____

Transportation

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

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 _____

Other

- ☐ Please list any other topics
