



# Pre-Development Meeting Request

**INSTRUCTIONS:** Please submit this completed form and required items electronically to Vivianna Hamilton, Planning Technician at [vhamilton@cityofbastrop.org](mailto:vhamilton@cityofbastrop.org) or provide one hard copy of all materials in-person at 1311 Chestnut Street, Bastrop, TX 78602. The meeting will be scheduled once ALL required items are provided.

## Contact Information

Contact Name(s): \_\_\_\_\_

Owner's Name(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address(s): \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

## REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING

	1. Completed Pre-Development Meeting Request Application
	2. Sketch Drawing of lots, blocks, and street layout.
	3. Concept Drainage Plan, as required by Section 2.B.3 of the Stormwater Drainage Design Manual.

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have proved the information requested in this form and understand that this meeting does not constitute City review for purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential drainage, utility, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.

Furthermore, I understand that this meeting 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. Plans shall be prepared in accordance with the City of Bastrop Code of Ordinances, as well as any federal, state, or local codes incorporated or referenced therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



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List of people who will attend the meeting and their responsibilities in the development:

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Please check any topics 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 below:

Planning - Zoning		Transportation		Building Code	
<input type="checkbox"/>	City Limits or ETJ	<input type="checkbox"/>	Master Thoroughfare Plan	<input type="checkbox"/>	Occupancy Class
<input type="checkbox"/>	Current Zoning Regulation	<input type="checkbox"/>	Driveway Locations	<input type="checkbox"/>	Exit Requirements
<input type="checkbox"/>	Building Setbacks, Height, and Lot Size Requirements	<input type="checkbox"/>	Parking and Loading Design Requirements	<input type="checkbox"/>	Adopted Code Books
<input type="checkbox"/>	Architectural Design Standards	<input type="checkbox"/>	Sidewalks	<input type="checkbox"/>	Signage
<input type="checkbox"/>	Parking Requirements	<input type="checkbox"/>	Access Easements	<input type="checkbox"/>	Historical Preservation
<input type="checkbox"/>	Bufferyard Requirements	<input type="checkbox"/>	Ingress & Egress	<input type="checkbox"/>	
<input type="checkbox"/>	Screening Requirements	<input type="checkbox"/>	License to Encroach	<input type="checkbox"/>	
<input type="checkbox"/>	Application Process and Schedule	<input type="checkbox"/>	Street Design	<input type="checkbox"/>	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:
Planning – Subdivision		Engineering – Drainage & Utilities		Fire	
<input type="checkbox"/>	Verify type of Plat required	<input type="checkbox"/>	Detention/Water Quality Requirements	<input type="checkbox"/>	Fire Access
<input type="checkbox"/>	Preliminary Plats	<input type="checkbox"/>	Drainage Study Requirements	<input type="checkbox"/>	Lanes/Turning Radii
<input type="checkbox"/>	Minor Plats/Replats	<input type="checkbox"/>	FEMA Flood Plain	<input type="checkbox"/>	Hydrants / Hose Lengths
<input type="checkbox"/>	Easements	<input type="checkbox"/>	Water & Sewer Infrastructure	<input type="checkbox"/>	Sprinklers & Alarms
<input type="checkbox"/>	Addressing / Street Signage	<input type="checkbox"/>	Verify Existing Lines and Size	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Taps & Meters	<input type="checkbox"/>	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:
Electric – BP&L		Parks & Recreation		Industrial Pre-Treatment	
<input type="checkbox"/>	Power Needs in order to size transformers	<input type="checkbox"/>	Tree Preservation / Mitigation / Survey	<input type="checkbox"/>	Backflow Prevention Assemblies (BPAs)
<input type="checkbox"/>	Underground Primary Electric Service	<input type="checkbox"/>	Landscaping Requirements	<input type="checkbox"/>	Pre-Treatment Requirements
<input type="checkbox"/>	Underground Secondary Electric Service	<input type="checkbox"/>	Parkland Dedication / Fee-in-Lieu	<input type="checkbox"/>	
<input type="checkbox"/>	Street Lighting	<input type="checkbox"/>	Public Realm	<input type="checkbox"/>	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

Additional Comments/Questions: