



## Pre-application Conference Request

A Pre-Application Conference is required prior to submitting an application for the following projects. Please check application type. You may also request a Pre-Application Conference for other applications.

- Comp. Plan Amendment
- Planned Unit Development
- Preliminary Plat
- Preliminary Plat
- Administrative Plat (Minor or Amending)
- Final Plat Review
- Site Plan Review
- Certificate of Design Compliance, type \_\_\_\_\_
- A Pre-Appl. Conference is recommended for
- Other \_\_\_\_\_
- Zoning Map Amendment (Rezoning)
- Historic District Designation
- Special Use Permit
- Master Sign Plan
- Driveway Permit
- Construction Plan Review
- Variance, UDC Section \_\_\_\_\_
- Stormwater Permits

The purpose of the conference is to assist the applicant in assembling a **complete** application. Please provide the following information so that a pre-application conference may be scheduled for your project. Completion of a Pre-Application Conference does not imply or assume subsequent approval of the permit or application.

*Submit this form to: Planning & Development at 300-1 Industrial Avenue, Georgetown, Texas 78627; fax to 512-930-5892; or e-mail to [plds@georgetowntx.org](mailto:plds@georgetowntx.org). You will be contacted to schedule an appointment within 5 working days.*

### Project Description

*Please attach detailed description, conceptual plans, or other pertinent project information. Complete the below project information, if known or applicable:*

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Acreage: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_ Intensity Level: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Legal Description (subdivision/survey name): \_\_\_\_\_

If Residential, estimated number of dwelling units: \_\_\_\_\_ Single-family: \_\_\_\_\_ Multi-family: \_\_\_\_\_

If Non-residential, estimated square footage per use: \_\_\_\_\_

Water Requirements: \_\_\_\_\_ Sewer Requirements: \_\_\_\_\_

City Limits: \_\_\_\_\_ ETJ: \_\_\_\_\_ Anticipated Date of Application Submittal: \_\_\_\_\_



**Pre-application Conference Request continued**

This is a preliminary set of comments based on the Pre-Application Conference information. Until a Master Application is received by the City, formal review comments cannot be provided to the applicant.

**Staff Comments**

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Questions needing further consideration:

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Applicable regulations: \_\_\_\_\_ Date of Plat: \_\_\_\_\_  
Electric: \_\_\_\_\_ Water: \_\_\_\_\_ Sewer: \_\_\_\_\_  
Tree Requirements: \_\_\_\_\_ Parkland: \_\_\_\_\_ Thoroughfare Plan: \_\_\_\_\_  
Aquifer: \_\_\_\_\_ Overlay Districts: \_\_\_\_\_ Access: \_\_\_\_\_  
Floodplain/Drainage Study: \_\_\_\_\_ Sidewalks: \_\_\_\_\_  
Traffic Study: \_\_\_\_\_ Driveway Separation: \_\_\_\_\_  
Streetlights: \_\_\_\_\_ Impervious Cover requirements: \_\_\_\_\_  
Fire Protection: \_\_\_\_\_ Fire Hydrants/Fire Access: \_\_\_\_\_  
Type of Plat required: \_\_\_\_\_ Legal Lot Status: \_\_\_\_\_  
Sequence of Applications: \_\_\_\_\_  
Notification Required: \_\_\_\_\_ Fees: \_\_\_\_\_

**Affidavit**

Being the applicant/agent for the above-referenced project, I did hereby attend a Pre-Application conference with a representative(s) of Planning and Development Services for the above-referenced project.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_