



PRE-DEVELOPMENT MEETING REQUEST

INSTRUCTIONS:

- Address the required items for a pre-development meeting (see below).
- Provide this completed form and required items to Joyce Hess, Development Services Coordinator, (512-401-5052) at 450 Cypress Creek Road, Building 1, Cedar Park, TX 78613. The meeting will be scheduled once these required items are provided. Please submit the information electronically to joyce.hess@cedarparktexas.gov or provide one hard copy of all materials.

Contact's Name: _____

Phone: _____ **Email:** _____

Owner's Name: _____

Project Name: _____

Project Address: _____

REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING:

- ___ 1. List of people who will attend the meeting and their responsibilities in the development.
- ___ 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. Written description of the proposed project.
- ___ 5. Proposed conceptual site plan, sketch or other graphic information to depict the proposed 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 approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential utility, drainage, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.

Upon submittal of the appropriate application(s), additional comments from City staff should be expected in addition to those that were discussed in this meeting.

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 Cedar Park Code of Ordinances, as well as any international, federal, state, or local codes incorporated or referenced therein.

Name (print)

Signature

Date