



## PRE-DEVELOPMENT MEETING REQUEST

**INSTRUCTIONS:** 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](mailto:joyce.hess@cedarparktexas.gov) or provide one hard copy of all materials.

**Contact's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

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

**Project Address:** \_\_\_\_\_

### Project Description:

### REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING:

- \_\_\_ 1. List of people who will attend the meeting and their responsibilities in the development.
- \_\_\_ 2. Checklist of meeting topics and questions that you wish to discuss.
- \_\_\_ 3. Written description of the proposed project.
- \_\_\_ 4. Site location map, tax map or written description indicating the location 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*



# CEDAR PARK

## PRE-DEVELOPMENT MEETING REQUEST

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

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**

- City Limits or ETJ
- Current Zoning Regulation
- Building Setbacks, Height and Lot Size Requirements
- Corridor Overlay Standards
- Architectural Design Standards
- Parking Requirements
- Bufferyard Requirements
- Screening Requirements
- Application Process and Schedule
- Other \_\_\_\_\_

**Planning - Subdivision**

- Verify type of Plat required
- Preliminary Plats
- Minor Plats /Replats
- Easements
- Vacation Procedure
- Addressing
- Other \_\_\_\_\_

**Transportation**

- Master Roadway Plan
- Driveway locations
- Parking and Loading Design Requirements
- Sidewalks
- Traffic Impact Analysis (TIA)
- Access easements
- Ingress & Egress
- 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
- Other \_\_\_\_\_

**Parks and Recreation**

- Tree Preservation / Mitigation/Survey
- Landscaping Requirements
- Parkland Dedication/Fee-in-Lieu
- Other \_\_\_\_\_

**Building Code**

- Occupancy Class
- Exit Requirements
- Adopted Code Books
- Signage
- Other \_\_\_\_\_

**Fire**

- Fire Access
- Lanes / Turning Radii
- Hydrants / Hose Lengths
- Sprinkler & Alarms
- Other \_\_\_\_\_

**Industrial Pre Treatment**

- Backflow Prevention Assemblies (BPAs)
- Pre treatment requirements
- Other \_\_\_\_\_

**Additional Comments/Questions**