

Applicants are encouraged to request a pre-application meeting with Town staff before submitting a formal application. This meeting provides an opportunity to discuss the proposed project, review applicable development standards, and identify the submittal requirements and process that apply. A pre-application meeting does not constitute review or approval of any application.

1. APPLICANT / CONTACT INFORMATION

Applicant Name

Company / Organization (if applicable)

Mailing Address

City

State

ZIP

Phone

Email Address

Applicant is:

☐

Property Owner

☐

Authorized Agent

☐

Contract Purchaser

2. PROPERTY OWNER (if different from applicant)

Owner Name

Owner Phone

Owner Email

Owner Mailing Address

3. PROPERTY INFORMATION

Property Address / Location

Legal Description

Waller CAD Account / Parcel No.

Total Acreage

Current Zoning District

Current Land Use

4. PROPOSED PROJECT

Anticipated Application Type(s) — check all that apply

- | | |
|--|--|
| ☐ Zoning Map Amendment (Rezoning) | ☐ Planned Development (PD) |
| ☐ Subdivision Plat (Preliminary / Final / Minor / Replat) | ☐ Site Plan Review |
| ☐ Variance / Board of Adjustment | ☐ Conditional Use Permit |
| ☐ Sign Permit | ☐ Building / Development Permit |
| ☐ Other | |

If "Other," please specify:

Brief Description of Proposed Project

5. MEETING PREFERENCE

Preferred Date — 1st Choice

2nd Choice

3rd Choice

Preferred Format:

☐

In Person

☐

Virtual

Others Attending

6. CERTIFICATION

I certify that the information provided in this request is true and correct to the best of my knowledge.

I understand that a pre-application meeting is intended to provide general, non-binding guidance and does not constitute review, approval, or vesting of any development right.

Signature

Printed Name

Date

FOR OFFICE USE ONLY

Date Received

Received By

Meeting Scheduled

Fee Amount

Payment Method

Receipt No.

Date Paid

Staff Assigned

Notes