



CITY OF STAFFORD

Planning and Zoning Division

2610 South Main Street

Stafford, TX 77477

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PRE-DEVELOPMENT MEETING REQUEST

The purpose of the pre-development meeting is to provide applicants with an opportunity to present their proposed project to City staff. In turn, staff will offer preliminary feedback intended to clarify application and submittal expectations. **Applicants must contact the City Planner prior to submitting a pre-development meeting request to confirm that the project is ready for discussion and to verify required materials.**

Applicant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Agent Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Submittal Requirements

- ☐ One (1) pdf version of the pre-development meeting request and supporting information to be reviewed.
- ☐ Proposed Project Name: _____
- ☐ Property ID Number: _____
- ☐ Address (or general location) of Subject Property: _____
- ☐ It is recommended that proposed plans be submitted along with any previous approved site plans and plats for staff review and input.
- ☐ Narrative (provide a written description of the proposed request) and identify any specific questions you would like addressed.

The pre-development meeting request and supporting documents must be submitted at least seven (7) business days prior to the scheduled meeting or conference. Upon submittal, staff will provide the date and time of said meeting.

The meetings are attended by staff from the following departments: Planning and Development Services, Public Works, Engineering, Fire, Economic Development, and Code Enforcement.