



PRE-DEVELOPMENT MEETING APPLICATION

CITY OF ATHENS, TEXAS

DEVELOPMENT SERVICES CENTER
501 US HIGHWAY 175 WEST
ATHENS, TX 75751

➤ PRE-DEVELOPMENT MEETINGS

Before submitting a development application or permit application for a major construction project, a pre-development meeting is required to discuss your project and to become familiar with city requirements. The meeting provides general information on development processes, codes, applications, timelines, and fees.

Meetings are held in person on Wednesday mornings from 10 a.m. to 11 a.m. Attendees include property owners, developers, and city representatives. To schedule a meeting, complete the attached application and email it to Noemi Lopez at planning@athenstx.gov.

➤ APPLICATION CHECKLIST

Please submit the information below, as it applies to your project. Providing as much information as possible at this phase can help save time and avoid issues down the line.

Required submittals:

1. Completed application.
2. Detailed description of proposed project.
3. Preliminary site plan (required for all new construction, additions & SUPs) to include:
 - Property boundaries & dimensions
 - Existing & proposed structures
 - Existing & proposed parking areas, sidewalks, & other impervious cover
 - Setbacks
 - Easements
4. Water/sewer requirements for the proposed project.

Additional submittals, if available:

1. Survey or plat of property.
2. Preliminary building plans/elevations/renderings.
3. Your list of development questions for staff.

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Title: _____ Email: _____

PROPERTY INFORMATION

Property Address: _____

Legal Description: _____

Property ID: _____ Acres: _____

PROJECT INFORMATION

Project Type: ☐ New Construction ☐ Addition ☐ Remodel
☐ Demolition ☐ Planned Development ☐ Site Plan Revision
☐ Plat/Replat ☐ Zoning Change ☐ Specific Use Permit
☐ Variance ☐ Other: _____

Proposed Use: ☐ Retail ☐ Commercial ☐ Manufacturing/Industrial
☐ Warehouse/Storage ☐ Outside Storage ☐ Fuel
☐ Daycare/School ☐ Food Service ☐ Mixed-Use
☐ Multi-Family ☐ Single-Family ☐ Other: _____

Project Description: Attach additional sheet(s), if needed.

Building Square Footage: _____ Occupancy Type & Load: _____

Sprinkler Sys (Existing/Proposed): ☐ Yes ☐ No Target Submittal Date: _____

Target Construction Start Date: _____ Target Completion Date: _____

I understand that neither the submission of this form, nor the pre-development meeting itself, constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Platted: ☐ Yes ☐ No	Flood Zone: ☐ Yes ☐ No	Zoning:		FLUP:	
Date Received:	Received By:	Date of Mtg:			