



Development Services Department
500 West Live Oak • Hutto, TX 78634 • Phone: (512) 759-5973
E-Mail: planning@huttotx.gov

The purpose of the pre-development meeting is to allow the applicant and their design team to become familiar with the City's development process and codes to help ensure formal submittals contain the necessary information. The goal is to have the development process occur as efficiently and smoothly as possible. The meetings are held via Microsoft Teams conferencing on Thursday mornings.

Due to the number of development inquiries Hutto receives, available meetings fill up quickly. We recommend submitting the required documents, listed below, at least two weeks prior to the desired meeting date. Staff will try to accommodate requested meeting dates, although they can often fill up several weeks in advance. Once submitted, staff will review the application and determine if adequate information has been provided on the development proposal. Incomplete requests will not be scheduled for a meeting. You will be contacted once the application is deemed complete with the date and time of the meeting.

If you cannot provide the required documentation, or have general development questions, please email planning@huttotx.gov or 512-759-5973, as many general development questions do not require a full pre-development meeting and all adopted development codes can be found online (see the following page for helpful links).

Please note: The meeting is for informational purposes. The feedback is in direct correlation with the amount and quality of the information provided with the meeting request. Any preliminary analysis provided by staff during the meeting does not constitute a formal review of the project, imply subsequent approval, nor preclude future comments. It is the responsibility of the applicant/applicant's design team to read and comply with all applicable ordinance and requirements at the time of formal submittal. If you plan to have legal representation at the meeting you will need to provide this information with the meeting request.

APPLICANT INFORMATION

Name
Address
Phone
Email

REQUIRED FOR SUBMITTAL

- ☐ Provide a copy of the City Zoning or Future Land Use Map with the subject property highlighted, and verify either:
 - The proposed use is permitted by Zoning, or
 - The proposed development complies with the Future Land Use Map and will be annexed and zoned prior to development
- ☐ Address of the property or legal description
- ☐ List of development questions for Staff
- ☐ Narrative describing the proposed development (location, acres, development type, building size).
- ☐ Dimensioned Concept Plan or Preliminary Site Plan showing dimensions of proposed lots, buildings, parking area, fire lanes/drive aisles, and landscaping
- ☐ If this is a request for a Variance, Specific Use Permit, Certificate of Appropriateness, or other application, please review those applications and share the pertinent information.
- ☐ The tract is subject to a Development Agreement or Development Agreement in Lieu of Annexation
 - Provide a copy of the Development Agreement, if applicable.
- ☐ The tract is subject to a Consent Agreement as part of a Municipal Utility District
 - Provide a copy of the Consent Agreement, if applicable.

The following is a list of commonly referenced codes and ordinances, maps, and general information discussed during the pre-development meetings:

- Hutto Unified Development Code and PUD List:

<https://www.huttotx.gov/300/Development-Codes>

- Development Applications:

<https://www.huttotx.gov/299/Development-Planning-Applications>

- Long Range Master Plans (includes Mobility Master Plan, SOAR 2040, and Parks)

<https://www.huttotx.gov/305/Long-Range-Planning>

- Construction Standards:

<https://www.huttotx.gov/364/Construction-Standards>

- HuttoView and other interactive GIS maps (contains zoning information, city infrastructure, etc.)

<https://www.huttotx.gov/234/Hutto-Interactive-Maps>

- All development is subject to parkland requirements.
- Traffic Impact Analysis are required for either 100 peak hour trips or 2,000 trips per day (UDC 10.312.11 and 10.615.4).
- All new development/redevelopment may incur Water, Wastewater, and Traffic Impact Fees.
- All development/redevelopment in the Old Town District requires Historic Preservation Commission review.