



## PRE-DEVELOPMENT MEETING REQUEST & APPLICATION

### WHAT IS A PRE-DEVELOPMENT MEETING?

Prior to starting a new project the City of Port Arthur requires all potential applicants, developers, designers, and/or contractors to schedule a pre-development meeting. These informal meetings with relevant city staff will help applicants plan their projects and provide awareness of city codes or local conditions that may affect your project.

### PURPOSE OF A PRE-DEVELOPMENT MEETING

The purpose of a pre-development meeting is to create a "one-stop shop" as a means of meeting with all relevant divisions involved in the development process. These meetings are scheduled to introduce potential developers to local development regulations and the officials responsible for said regulations from their respective divisions. These meetings provide an opportunity to discuss potential proposals with city staff and receive their feedback. These are required for each new development proposed in the City of Port Arthur.

### WHO WILL ATTEND?

City staff will attend the meeting to provide feedback on which parts of the development process that may apply to the applicant and in what order each step needs to take place. The meeting is attended by representatives of the following city divisions:

- Building Inspections & Permitting
- Fire
- Health Department (Sanitation)
- Planning & Zoning
- Jefferson County Drainage (DD7)
- Public Works/Engineering
- Utilities (Water/Sanitary Sewer)
- Regulatory Services
- Geographic Information Systems (GIS)
- Solid Waste & Garbage

### PROCEDURE & REQUIRED DOCUMENTS

Potential applicants must complete and submit the pre-development meeting application and any sketches, surveys, site plans and/or aerial photos associated with the proposed development prior the meeting. This information will be submitted to the Planning & Zoning division. The information provided on the application will allow city staff to be better prepared to address each applicant's specific situation at the meeting.

A general site plan or concept plan must be submitted with the completed application. The plan should show the entire parcel with locations of existing structures (if known of), dimensions of parcel or dimensions of area to be used for development (example: lot width, lot depth, etc.) and the proposed use of property. This will help city staff understand the various elements needed to determine accurate local regulations and policies. The list below indicates required items for the predevelopment meeting:

### REQUIRED DOCUMENTS

- Completed pre-development application
- Location map, tax map or aerial photo indicating location of proposed project
- Conceptual site plan/drawing/sketch or other graphic information to depict proposed project
- Detailed description of proposed project

**\*Pre-development comments are intended to provide general guidance for the applicant to later prepare a complete application to the City. Comments do not constitute a land use review process or a formal application submittal. Pre-development comments are preliminary, non-binding, and based on the level of detail provided by the applicant.\***

Planning & Zoning Division  
Phone: 409-983-8135  
Fax: 409-983-8137



City of Port Arthur  
300 4th St.  
P.O. Box 1089  
Port Arthur, TX 77641-1089

## PRE-DEVELOPMENT MEETING REQUEST APPLICATION

### PROPERTY OWNER INFORMATION

Property Owner/Developer Name

Phone

Company; if applicable

Email

Address

City

State

Zip Code

### CONSULTANT/ENGINEER INFORMATION

Name

Title & Company/Firm Name

Phone Number

Agent Email

Address

City

State

Zip Code

### PROJECT INFORMATION

Project Name

Project Description

Address

City

State

Zip Code

**VESTING DISCLAIMER:** I UNDERSTAND THAT PRE-DEVELOPMENT MEETINGS ARE INTENDED TO BE INFORMATIONAL SESSIONS BETWEEN AN APPLICANT AND CITY STAFF, AND ARE NOT INTENDED TO SUBSTITUTE FOR DUE DILIGENCE ON THE PART OF THE APPLICANT IN DETERMINING ALL REQUIREMENTS THAT MAY APPLY TO A DEVELOPMENT. NO REPRESENTATION MADE DURING A PRE-DEVELOPMENT MEETING CAN MODIFY THE REGULATIONS THAT APPLY TO MY PROJECT. FURTHERMORE, I AGREE THAT THIS REQUEST AND EVERYTHING THAT OCCURS DURING THE PRE-DEVELOPMENT MEETING, INCLUDING WITHOUT LIMITATION ANY QUESTIONS ASKED OR ANSWERS GIVEN, SHALL NOT CONSTITUTE A FORMAL APPLICATION FOR PURPOSES OF VESTING UNDER THE TEXAS VESTING STATUTE.

Property Owner/Agent Signature

Date

### STAFF USE ONLY

Application Date:

Meeting Date & Time:

Staff Notes: