

# CITY OF PORT ARTHUR

## Pre-development Meeting Request Application Packet

### WHAT IS A PRE-DEVELOPMENT MEETING?

Prior to the initiation of a new project, the City requires all potential applicants, developers, designers, and/or contractors to schedule a pre-development meeting. These informal meetings with relevant city staff will help you plan your project and be aware of city codes or local conditions that may affect your project.

### PURPOSE OF A PRE-DEVELOPMENT MEETING

The purpose of Pre-Development meetings is to create a "one-stop-shop," a means of meeting with all departments involved in the development process. These meetings are scheduled to introduce the developers to local development regulations and the officials responsible for all aspects of development. These meetings provide an opportunity for the developer to discuss their proposal with City Officials and get their input. These are required for each new development as each official responsible directly for the review of the project is in attendance.

### WHO WILL ATTEND?

City staff will attend the meeting to help determine what parts of the development process apply to the applicant and in what order they need to take place. The meeting is attended by representatives of the following City departments:

- **Code Enforcement** (*Inspections/Permitting*)
- **Fire**
- **Health Department** (*Sanitation*)
- **Planning & Zoning**
- **Public Works/Engineering**
- **Utility Operations** (*Water/Sanitary Sewer*)

### PROCEDURE

Please complete and submit the Pre-Development Meeting Application and any sketches, surveys, site plans and/or aerial photos associated with the development prior to the meeting. The information on the form will allow City Staff to be better prepared to address your specific situation at the meeting.

### SCHEDULING

To schedule a meeting, please contact the Planning Division by calling (409) 983-8135. Please allow at least three (3) business days in advance to schedule a meeting. These meetings are held every Wednesday afternoon at 1:30 p.m., 2:30 p.m., and 3:30 p.m., in the 3<sup>rd</sup> Floor Conference Room – City Hall, located at 444 4<sup>th</sup> Street, Port Arthur, TX.

### SUPPORTING DOCUMENTATION

A generalized site plan or subdivision plan should accompany the completed application. The plan should show the entire parcel with approximate locations of nonresidential buildings, public and private rights-of-way and open spaces, landscaping, parking and loading areas, of sufficient accuracy to be used for the purpose of identification of policies and regulations that create opportunities or pose constraints for the proposed development.

### REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING:

- \_\_\_\_\_ 1. Completed Request Form
- \_\_\_\_\_ 2. Site Location Map, tax map or written description indicating the location of the proposed project.
- \_\_\_\_\_ 3. Proposed conceptual site plan, sketch or other graphic information to depict the proposed project.
- \_\_\_\_\_ 4. Building Elevations; if applicable
- \_\_\_\_\_ 5. Written description of the proposed project.
- \_\_\_\_\_ 6. List of people who will attend the meeting (provide names, affiliation, email addresses)

**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. The land use review process will contain a detailed evaluation, responding to the proposed development's compliance with the City of Port Arthur development codes and standards. Pre-development comments are preliminary, non-binding, and based on the level of detail provided by the applicant.**



# Pre-development Meeting Request Application

Please complete the following information:

### CONTACT INFORMATION:

Owner/Developer's Name:		Email Address:
Address:		City/State/Zip:
Primary Phone:	Mobile Phone:	Fax No:

### ENGINEER/REPRESENTATIVE:

Engineer/Representative Name:		Email Address:
Address:		City/State/Zip:
Primary Phone:	Mobile Phone:	Fax No:

### PROJECT INFORMATION:

Project Name:	
Physical Address (if applicable):	City/State/Zip:
Project Description:	

### LEGAL DESCRIPTION OF PROPERTY:

Lot/Tract No(s):	Block of Reserve No:	Subdivision:
Total Acreage:	Current Zoning:	FEMA Flood Zone Designation:
Total No. of Buildings:	Square feet/building:	No. of floors/building:

**VESTING DISCLAIMER:** I UNDERSTAND THAT PRE-DEVELOPMENT MEETINGS ARE INTENDED TO BE INFORMATIONAL SESSIONS BETWEEN AN APPLICANT AND 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

\_\_\_\_\_  
DATE

### STAFF USE ONLY

Application Date:	Submitted By:
Meeting Date:	Meeting Time:
Staff Notes:	