Application for Meeting Request

One on one meetings are offered as a free service for applicants to learn more about the City’s application procedures and help answer general questions. Representatives from various city departments may attend the meeting, based on the proposed project. When possible, any professionals that will be involved in designing or managing the project, such as engineers or architects, should attend the meeting to learn about the procedural requirements and how to assemble a complete application.

Meetings are held by appointment only in one-hour increments. We suggest you submit your meeting request as soon as possible as requests are processed in the order in which they are received, and time slots fill quickly. To reserve your meeting time, **complete each section of this request form and attach a location map of the area to be discussed.** You may submit this form electronically through the website, in person to the Planning Department at 1604 Hwy 97 E., or by e-mail to codecompliance@jourdanton texas.org. You will be contacted within 5 business days to arrange the time and date of the meeting. For questions, please call 830-769-3589 ext. 111.

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**General Information**

Project Name: ____________________________

Applicant's Name: ____________________________ Phone: ____________________________

Email Address: ____________________________

Please indicate the primary purpose for the meeting:

☐ Project Feasibility  ☐ Project Design  ☐ Ready to Submit Application  ☐ Other

If other, please explain: ____________________________

Please indicate the total number of people you expect to attend the meeting: ____________________________

Are you familiar with the development process in Jourdanton?  ☐ Yes  ☐ No

Have you spoken with City Staff about this project?  ☐ Yes  ☐ No  If yes, name: ____________________________

Have there been previous City meetings on this project?  ☐ Yes  ☐ No  If yes, date: ____________________________

Is this an active project that has prior approvals?  ☐ Yes  ☐ No  If yes, project name: ____________________________

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**Property Information**

Street Address: ____________________________ Nearest Cross Street: ____________________________

Parcel Tax ID# (ex. R012072): ____________________________ Approximate Acreage: ____________________________

Legal Description (subdivision/survey name): ____________________________

Zoning District: _________ Overly District(s): ____________________________

What is the current or most recent use of the property? ____________________________

Are there any existing buildings on the property?  ☐ Yes  ☐ No  Any Heritage Trees?  ☐ Yes  ☐ No  ☐ Unsure

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**Project Details**

Project Type: ☐ Commercial  ☐ Multi-family  ☐ Single-family  ☐ Heavy Industrial  ☐ Manufactured

☐ Other: ____________________________

If the project is residential, please indicate the approximate number of new dwelling units/lots: ____________________________
Please provide a detailed description of the proposed project:

Do you have preliminary site plans or concept drawings prepared? □ Yes □ No (If yes, please attach)

Do you intend to subdivide or combine the property with other parcels? □ Yes □ No

Are you proposing to build a new building(s)? □ Yes □ No
Will you expand or alter an existing building(s)? □ Yes □ No
Are you proposing to install new signage? □ Yes □ No
Will you be constructing a new driveway? □ Yes □ No Do you propose new streets?
Do you propose new or improved water lines? □ Yes □ No
Please list any specific questions or topics you anticipate discussing:

Please indicate if there is a particular department which you would like present to:

Submittal Materials

For the meeting to be most effective, please submit the following with your request:

□ Site location map or tax map;
  ➢ Conceptual site plan, sketches or other graphic information depicting the proposed project (if available);
  ➢ Any other pertinent project information that may be useful to help assess the project

By submitting this request form, the applicant understands that the meeting is for informational purposes and any preliminary analysis provided by staff during this meeting does not constitute a formal review of the project, imply subsequent approval, nor preclude future comments. It is the responsibility of the applicant to read and comply with all applicable ordinances and requirements in effect on the submittal date. An application must be submitted within six (6) months of the meeting or a new meeting will be required. Future meetings may be required for subsequent applications or to further prepare the applicant for submittal.

Following to be completed by City of Jourdanton

Date Received: ___________  Received By: ______________________
Scheduled Meeting Date: ___________  Meeting Time: ______________________
Staff to Attend: ______________________