



## 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.org](mailto:codecompliance@jourdanton.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.

### 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: \_\_\_\_\_

### Property Information

Street Address: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_

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

Legal Description (subdivision/ survey name): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay 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

### 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 Build a new parking area?  Yes  No

Will you expand or alter an existing building(s)?  Yes  No Demolish any buildings?  Yes  No

Are you proposing to install new signage?  Yes  No Do you propose tree removal?  Yes  No

Will you be constructing a new driveway?  Yes  No Do you propose new streets?  Yes  No

Do you propose new or improved water lines?  Yes  No New or improved sewer 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: \_\_\_\_\_

\_\_\_\_\_