



PRE-DEVELOPMENT MEETING INFORMATION SHEET

The Pre-Development meeting is a free, informational meeting to provide you the development requirements for the City of Duncanville. It is our goal to help your project proceed as efficiently as possible and for you and your team to have a pleasant experience developing in the City of Duncanville. To accomplish this, a Pre-Development Meeting is required prior to submittal of any development or permit application for the following projects:

1. Any new non-residential development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Platting or replatting of property
5. Rezoning or Special/Specific Use Permit application
6. Parking lot expansion (non-residential)
7. At the City's discretion, a meeting may be called for significant exterior remodeling and/or site work on non-residential properties

APPLICATION AND MEETING INFORMATION

Pre-Development meetings are held each Thursday between 2:00 pm and 4:00 pm. To be scheduled, the Pre-Development application (see attached) must be submitted to the Public Works Department. Applications may be submitted Monday through Friday, from 8 AM to 5 PM at the Planning and Zoning counter located in the Public Works Department, City Hall, 203 East Wheatland Road. Applications may also be submitted via email to callen@duncanville.com. Meetings are scheduled on a first come, first served basis.

Once the application is received, a staff member will contact you to schedule the meeting and confirm the meeting date and time. The Pre-Development meeting will be scheduled for an hour or 30 minutes, depending on the scope of the project.

If no development application is submitted for your project within one year of the Pre-Development meeting, it may be necessary to hold a new Pre-Development meeting for the project.

WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the City of Duncanville's development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. No plans or drawings will be accepted, and no approvals will be given. Development and permit applications may be submitted to the City of Duncanville any time after your Pre-Development meeting.

WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc).

City staff that may attend the meeting include representatives from:

- Planning and Zoning
- Engineering
- Building Inspection
- Fire
- Water/Wastewater
- Economic Development
- Other City of Duncanville staff members may attend if needed

ADDITIONAL INFORMATION

Information regarding zoning, applications, fees, and development requirements may be found at www.duncanville.com.

If you wish to schedule a Pre-Development meeting or have any questions, please call Public Works at (972) 780-5015.

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 formal review of the project. Pre-development comments are preliminary, non-binding, and based on the level of detail provided by the applicant. A subsequent development application is required for formal review of the project.

Neither submission of the Pre-Development application, nor the Pre-Development meeting, constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.

COMMON PRE-DEVELOPMENT MEETING QUESTIONS AND ANSWERS

QUESTION

ANSWER

1. I am not sure what type of development I have and am looking for some preliminary information on how to proceed or get additional information.

The Planning and Zoning counter will be your first contact for preliminary information. They will provide you with direction and help answer any preliminary questions you might have.
2. I want to skip any Pre-Development meeting and go ahead and submit plans.

If your project is listed as requiring a Pre-Development meeting, then the Pre-Development meeting is mandatory. Please be advised that Engineering and Building Inspection may not accept construction plans without confirmation of attendance of a Pre-Development meeting. The meeting will actually help you move through the process more quickly.
3. I don't have a complicated development and just need a permit to put up a fence. Do I have to attend a Pre-Development meeting?

For straightforward projects, you may not need a Pre-Development meeting and can proceed directly to permit request at the Building Inspection or Engineering counter. The Pre-Development application gives us an initial idea of the complexity of your development and how we can best serve you without burdening you with excessive processes.
4. I have contacts with certain individuals in the City and would prefer to work through them to help me through this process.

All requests for development will be funneled through Public Works and the Pre-Development process. Trying to circumvent this process will only lead to time delays and increase your frustration. The sooner you visit the Planning or Building Inspection counter for an application, then the sooner you can start the process.

5. Can I reschedule a Pre-Development meeting if a conflict comes up?

Yes. We ask that you inform Planning staff within 48 hours of the scheduled meeting so we can re-schedule for the next available meeting day.

6. I am new to development and I don't know what information I need to bring to a Pre-Development meeting.

Bring as much information as possible to the Pre-Development meeting. The more information you have, such as preliminary site plans, initial drawings, preliminary drainage and utility layouts, the quicker City staff can determine how to best assist you. This meeting is to help you start the development process and provide you information on what is required and how to proceed.

7. If I have some additional questions of the Departments after the Pre-Development Meeting, who should I contact?

The meeting notes will contain contact information of the City personnel that participated in the Pre-Development meeting. You may contact the respective staff person with any additional questions.