



Public Works Department
Planning Division
PO Box 380280
Duncanville, TX 75138
972-780-5015

PRE-APPLICATION MEETING REQUEST

Please provide the contact information of those attending the Pre-Application meeting.

Applicant Property Owner Developer Architect Civil Engineer

Name (Primary Contact):

Company:

Address:

City: State: Zip:

Phone or Cell:

Email Address:

Applicant Property Owner Developer Architect Civil Engineer

Name:

Company:

Address:

City: State: Zip:

Phone or Cell:

Email Address:

Subject Property Address / Location:

Subdivision Name: Lot Block

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION

- 1) A brief description of proposed operation/development in the space provided below (attach additional sheets as necessary).
- 2) List of questions and topics that you wish to discuss.

PLEASE CHECK ALL THE BOXES APPLICABLE TO YOUR PROPOSED PROJECT

| | |
|---|---|
| <input type="checkbox"/> Zoning – site improvements | <input type="checkbox"/> Zoning – no site improvements |
| <input type="checkbox"/> Platting or subdividing platted property | <input type="checkbox"/> Non-residential construction – building addition |
| <input type="checkbox"/> Single-family subdivision construction | <input type="checkbox"/> Expansion / rehabilitation of parking * <5000SF |
| <input type="checkbox"/> Non-residential construction (including apartments)- new structure | <input type="checkbox"/> New Water or sanitary sewer tap |
| <input type="checkbox"/> Land disturbance ≥5000SF | |
| <input type="checkbox"/> Other | |

* Includes removal of existing pavement material, however does not include minor pothole repairs and asphalt overlay.

Pre-application 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.

An applicant or representative must notify staff of a cancellation of a Pre-Application meeting a minimum of 48 hours prior to the scheduled meeting. A Pre-Application meeting will be cancelled if an applicant is more than 15 minutes late.

Recommended attachment submittals:

- Business Statement/Development Statement
- Site Plan (proposed/revised)
- Landscape Plan
- Elevations
- Plat or survey of location
- Floor plan

Please send all applications, documentation, and correspondence to Athena Seaton, Planning Technician at aseaton@duncanville.com

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| OFFICE USE ONLY: Pre-Application Meeting Date: _____ Time: _____ Case Number: _____ |
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