



PLANNING REVIEW APPLICATION

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|---|------------|--------------|--|
| Subject Property Address / Location: | | | |
| Subdivision Name: | Lot | Block | |
| <input type="checkbox"/> Not Platted/abstract <input type="checkbox"/> Plat <input type="checkbox"/> Survey <input type="checkbox"/> Metes and Bounds | | | |

Please provide the contact information and others you would like to attend the Planning Review Meeting.

Applicant Property Owner Developer Architect Civil Engineer

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|--------------------------------|---------------|-------------|
| Name (Primary Contact): | | |
| Company: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone or Cell: | | |
| Email Address: | | |

| |
|-----------------------|
| Name: |
| Phone or Cell: |
| Email Address: |
| Name |
| Phone or Cell: |
| Email Address: |

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) Proposed conceptual site plan, sketch or other graphic information to depict the proposed project.
- 3) List of questions and topics that you wish to discuss.

PLEASE CHECK ALL THE BOXES APPLICABLE TO YOUR PROPOSED PROJECT

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|--|---|
| <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"/> Residential Construction |
| <input type="checkbox"/> Land disturbance \geq 5000SF | Other |
| | |

Development planning 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. Comments from this meeting 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 Planning Review meeting a minimum of 48 hours prior to the scheduled meeting. A Planning Review meeting will be cancelled if an applicant is more than 15 minutes late.

Please send application, documents and correspondence to Athena Seaton, Planning Technician at aseaton@duncanville.com

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|---|---------------------------------------|
| OFFICE USE ONLY: Planning Review Meeting Scheduled | Date: _____ Time: _____ |
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