

City of Garland

Pre-submittal Meeting Information Sheet

Purpose and Attendance:

The pre-submittal meeting is intended to be a fact gathering and question and answer session between City Staff and an applicant seeking permits for land development or business operation. It should be noted that the pre-submittal meeting is not intended to provide every detail associated with the development process -- it's an instrument for exchange of broad-spectrum information between both City Staff and the applicant. The applicant will leave with an understanding of the next steps of the process, be made aware of any evident major issues, know which ordinances apply, and obtain an estimation of the associated development application and permit fees. Attached you will find a list of general development process fees. Since each development is different, the fees associated with a project, will also vary.

A representative from Planning, Building Inspection, Engineering, Transportation, Fire, Health, Electric (GP&L), and Parks Departments will be present at the pre-submittal meeting to provide development information and answer questions. For most projects, it is recommended that an applicant attend the meeting with a representative such as an engineer, architect, planner or other land development professional. City Staff has found through experience that the pre-submittal meeting is most effective when no more than three representatives in addition to the applicant attend the meeting. **The applicant or representative should bring to the pre-submittal meeting, a writing utensil, paper, and at a minimum, a conceptual development plan so that it may be used for reference purposes during the meeting.**

Agenda:

To start the meeting, Planning Staff will provide the applicant and other City Staff with an introduction including a process overview, pre-submittal meeting agenda, and if applicable, a case history. Next, the applicant or representative will provide an overview of the request so that City Staff may gain an understanding of the request at hand. In response, a representative from each City department will comment on the request and note any observations or key points. City Staff will provide the applicant with a **City case number** (for tracking and referencing purposes), a development track and timeline, applicable development applications and fees, as well as ordinances, codes and regulations. There will also be an opportunity for the applicant to clarify any uncertainties and ask any additional questions. **At the end of the meeting, City Staff will provide a copy of notes taken during the meeting, which will include a step by step description of the development process, applicable regulations and specific case number, and contact information of City Staff.**

Primary Contact and Case Manager:

It is important to note that the Primary Contact will be designated at the pre-submittal meeting. The Primary Contact will be available to answer general questions, refer you to specific City Staff, as well as coordinate any meetings between you and City Staff. Your Primary Contact may become your Case Manager through the duration of the application process; however, in cases where a public hearing (s) is a part of the process, a new Case Manager may be assigned to you prior to the associated technical review meeting.

Notice of Cancellation:

An applicant or representative must notify planning staff of a cancellation a minimum of 48 hours prior to the scheduled pre-submittal meeting. In the event an applicant or representative either does not attend a scheduled pre-submittal meeting or does not provide a 48-hour notice of cancellation, the City will delay rescheduling a pre-submittal meeting. The degree of delay depends upon the number of previous cancellations (without adequate notification) or lack of attendance. The first occurrence would result in a two-week delay. The second occurrence would result in a one-month delay. A pre-submittal meeting will be cancelled if an applicant is more than 15 minutes late. Consequently, the applicant will be subject to the cancellation provision.

Please refer to garlandplanning.org for a copy of the Development Guide, application forms, and more information on the City of Garland's development process.