PRE-SUBMITTAL APPLICATION

Applicant ❑ Owner ❑ Developer ❑ Architect ❑ Civil Engineer ❑

Name:	**Name:**
Company:	**Company:**
Address:	**Address:**
City: State: Zip:	**City: State: Zip:**
Phone or Cell:	**Phone or Cell:**
Fax:	**Fax:**
Email Address:	**Email Address:**

Property Address / Location _____
Subdivision Name _____ **Lot** ____ **Block** ____

What do you want to do? Describe structure size and proposed use.

_____

_____

Please check all boxes that are applicable to your proposed project:

1 hour meeting	**30 minute meeting**
❑ Zoning – site improvements	❑ Zoning – no site improvements
❑ Platting or subdividing platted property	❑ Non-residential construction – minor addition
❑ Single-family subdivision construction	❑ Expansion / rehabilitation of parking *<5000SF
❑ Non-residential construction (including apartments)- new structure or significant addition	❑ New Water or sanitary sewer tap
❑ Residential structure conversion	
❑ Land disturbance ≥5000SF	
❑ Other	

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

1) A staff member will contact you by the end of the next business day to schedule a Pre-submittal meeting with the pertinent City departments. This mandatory meeting is scheduled to facilitate the development process by providing you with the applicable development requirements and discussing issues associated with your proposed project. For the meeting to be most effective and to better serve you, please bring to the meeting all relevant development documents such as a concept, site and construction plans, plat, and/or photographs.

2) Discussions regarding incentives, tax abatements, etc are not part of these meetings. These inquires should be directed to Paul Mayer, Garland Economic Development Corporation at 972-272-7551.

3) Applications may be submitted on any working day from 8 AM to 5 PM at the Planning Department front desk located on the second floor of the Main Street Municipal Building, 800 Main Street, Garland, Texas 75040. Applications can also be faxed to 972-205-2474. Pre-submittal meetings are held between 1 and 4 PM every Tuesday and Thursday. If you have questions, please contact the Planning Department at 972-205-2445.

4) 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. The third occurrence would result in a one-month delay and a $200 fine.

Pre-Submittal Meeting Date: _____**Time:** _____ **Case Number:** _____