



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 522-3126 • F: (210) 761-7352

PRE-APPLICATION MEETING REQUEST

Property Owner Information

Property owner's name: _____

Property owner's mailing address: _____

Phone number: _____

Email: _____

Applicant Information (Leave blank if same as owner)

Applicant's name: _____

Applicant's mailing address: _____

Phone number: _____

Email: _____

What is a Pre-Application Meeting?

It is an opportunity for an applicant to describe the development that will be submitted and for City staff to explain the development process, including:

- applications/checklists
- timelines
- review procedures
- governing approval
- development standards

When to request a Pre-application meeting?

Prior to submission of an application a pre-application conference may be required.

Format:

- How long? 30-60 minutes
- Who? Applicant and appropriate city staff
- Meetings are scheduled 2-3 weeks after this request is submitted to the city.

Items you may bring (optional):

Site maps, photos, conceptual plans, ariel photos, existing utilities, proposed drainage, etc.

Property Information

Property address(s): _____

Legal description(s): _____

Parcel ID #(s): _____

Parcel size(s) (in acres): _____

Have you attended a Pre-Application Meeting for this project? Yes No

Project Description

Please provide a description of the project or request to be discussed at the Pre-Application Meeting below.

I certify that I am the property owner, or the applicant designated by the property owner, and that the information submitted in this application is true and correct to the best of my knowledge.

Applicants may be responsible to pay additional fees for any application review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviewers, inspectors, etc.). To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required.

Signature

Date

FOR CITY USE ONLY:

Current Place Type: _____ Current Character District: _____

Received by: _____ Date: _____ Routed to: _____ on _____