



PRE-SUBMITTAL MEETING INFORMATION

The pre-submittal meeting stage of the subdivision/development planning comprises an investigatory period which precedes actual preparation of preliminary plats or plans by the applicant. During this meeting, the applicant makes known his/her intentions to the Development Review Committee (DRC) and the DRC responds to questions regarding platting and development procedures and requirements.

Submit a packet of information to the Department of Community Development and Planning (CD&P) to request a pre-submittal meeting. The packet should include:

1. A copy of the preliminary site plan or layout. Include the address and/or legal description.
2. A list of specific questions:
 - Unacceptable example:
“How should drainage be handled from this site?”
 - Acceptable example:
“We have researched the existing drainage system and it appears to be undersized for our development runoff. We propose to do the following...”

What to do before requesting a pre-submittal meeting

- Visit the City of Arlington website (<http://www.arlingtontx.gov/>) to view the Virtual Map Room (G.I.S.) and review the Subdivision Regulations (Community Development and Planning) as well as the Design Criteria Manual (Public Works and Community Development and Planning).
- Visit the CDP department, located on the 2nd floor of City Hall, 101 West Abram Street or call 817-459-6502, to research the zoning and platting issues,
 - ✓ Zoning – How is the property zoned? Is this use permitted in this zoning district? Is a Specific Use Permit required? Is rezoning necessary?
 - ✓ Platting – Is the property platted? Do the lots meet the minimum size requirements for the zoning?
- Visit the Map Room located on the 1st floor of City Hall, 101 West Abram Street. The telephone number is 817-459-6606.
 - ✓ What infrastructure is in place? Is there water/sanitary sewer service to the site?
 - ✓ FEMA maps are available for viewing to help determine if the property is in or near floodplain/floodway.
 - ✓ How is the property accessed - public street or private access easement? If a public street, is it possible that right-of-way is needed?
- Bring all copies of Map Room research information to the pre-submittal meeting.

The proposed name/use is _____

The legal description of the property is _____

The address of the property is _____

The property is zoned _____

There (is) (is not) existing water and sanitary sewer service to this property.

Name _____

Address _____

City, State, Zip _____

Phone 1 _____

Phone 2 _____

Fax _____

Email _____

Please fill out this page and e-mail it along with supporting documents to:

Dan Hartman at Dan.Hartman@arlingtontx.gov for Commercial Site Plan meetings

Gincy Thoppil at Gincy.Thoppil@arlingtontx.gov for Zoning and Platting meetings

Once the city receives this information, staff will contact you to schedule the pre-submittal meeting. All meetings are held in the CDP department, located on the 2nd floor of City Hall, 101 West Abram Street.