



# APPLICATION

## PRE-APPLICATION MEETING

The Pre-Application Meeting offers an applicant the opportunity to explore project viability, major requirements, fees, timeframes, and overall processing issues before filing an application, preparing detailed plans, and committing other time and resources. The goal of this early consultation is to help applicants understand and improve the flow and compliance of projects as they move through the City's review system. Representatives from Community Development and Planning participate in the Pre-Application Meetings. Information provided by staff at a Pre-Application Meeting is applicable for 180 days after the meeting, unless changes are required by ordinance.

### Type of development application (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Alternate Sign Plan*                     | <input type="checkbox"/> Planned Developments (PD Zoning)* |
| <input type="checkbox"/> Alternative Equivalent Compliance (AEC)* | <input type="checkbox"/> Plats **                          |
| <input type="checkbox"/> Commercial Site Plan                     | <input type="checkbox"/> Specific Use Permit               |
| <input type="checkbox"/> Landmark Preservation                    | <input type="checkbox"/> Zoning Change                     |
| <input type="checkbox"/> Overlay District Designation*            | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Certificate of Appropriateness*          |  |
| <input type="checkbox"/> Certificate of Demolition or Relocation* |  |

\* Pre-Application Meetings are required for these types of projects.

\*\* Pre-Application Meetings are required for preliminary plats.

---

### Project Information

**PROJECT ADDRESS:** \_\_\_\_\_

Proposed name and use: \_\_\_\_\_

Legal description of the property: \_\_\_\_\_

Zoning: \_\_\_\_\_

The property has existing water and sanitary sewer service:  Yes  No

---

### Applicant Information

Name (and Firm, if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

---

### Submittal Requirements

- Completed Application Form
- A copy of the site plan or layout. Include the address and/or legal description.
- A list of questions related to your site and project.**
  - o Questions should be as specific as possible to assist staff in directly addressing questions and concerns
    - Example of a vague question:  
"How should drainage be handled from this site?"
    - Preferred example:  
"We have researched the existing drainage system and it appears to be undersized for our development runoff. We propose to do the following..."

## Before requesting a pre-application meeting:

- Review the City of Arlington Unified Development Code: [www.arlington-tx.gov/cdp/udc](http://www.arlington-tx.gov/cdp/udc)
- Review the City of Arlington Design Criteria Manual: [www.arlington-tx.gov/cdp/engineering/links-engineering](http://www.arlington-tx.gov/cdp/engineering/links-engineering)
- Review the City of Arlington online map: [gis.arlingtontx.gov/maponline](http://gis.arlingtontx.gov/maponline)
- Search for plats: [www.arlington-tx.gov/gis/interactive-maps](http://www.arlington-tx.gov/gis/interactive-maps)
- Visit the CDP department, located on the 2nd floor of City Hall, 101 West Abram Street or call 817-459-6502, to research zoning and platting issues:
  - Zoning – How is the property zoned? Is the proposed 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 district?
- 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-application meeting.

---

## Submit Application

Submit this form along with supporting documents and your list of questions to:

- Dan Hartman at [Dan.Hartman@arlingtontx.gov](mailto:Dan.Hartman@arlingtontx.gov) for Commercial Site Plan meetings
- Jennifer Pruitt at [Jennifer.Pruitt@arlingtontx.gov](mailto:Jennifer.Pruitt@arlingtontx.gov) for Zoning and Platting meetings

Once the City receives this information, staff will contact you to schedule the Pre-Application Meeting.

All meetings are held in the Community Development and Planning department, located on the 2nd floor of City Hall, 101 West Abram Street.