



## PRE-DEVELOPMENT APPLICATION

The pre-submittal meeting stage of the subdivision/development planning comprises an investigatory period, which precedes actual preparation of development projects, 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, development procedures and requirements.

Submit a packet of information via email to the Development Services Department to request a pre-development meeting. Pre-Development meetings are every Wednesday and are scheduled as a first come first serve appointment. The packet **must** 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..."
3. A listing of all Team members that will be in attendance of the pre-dev, including Name, Title, Phone number and email address.

The proposed name/use \_\_\_\_\_

The address of the property \_\_\_\_\_

The property is zoned or in the ETJ \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone and email address \_\_\_\_\_

Please fill out this application and e-mail it along with the supporting documents to:  
DevServ@burlesontx.com

Once staff receives this information, staff will contact you to schedule the pre-development meeting. All meetings are via TEAMS Virtual meeting.