



City of Tomball

Pre-Development Meeting Request

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Tomball. A Pre-Development Meeting is strongly recommended prior to the submittal of any development or permit application.

Prior to scheduling your Pre-Development Meeting, please contact the Planning Department to discuss Zoning.

- Benjamin Lashley at 281-290-1477 or blashley@tomballtx.gov

Pre-Development meetings take place every Thursday

The Pre-Development meetings are scheduled for one hour. To schedule a meeting, please complete the attached form and send to kchandler@tomballtx.gov and esoto@tomballtx.gov

REQUESTED MEETING DATE AND TIME:

Date: _____ Time: _____

- In-Person Meeting: _____ Teams Meeting: _____ Phone Meeting: _____

CONTACT INFORMATION:

Owner: _____

Engineer: _____

Company: _____

Company: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Developer: _____

Other: _____

Company: _____

Company: _____

Phone: _____

Phone: _____

Address: _____

Address: _____

Email: _____

Email: _____

Number of Persons Attending: _____

Name: _____ Phone: () _____ Email: _____

**Please feel free to share this meeting with any additional attendees **



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SUMMARY OF PROPOSED PROJECT:

Please provide the following items along with your Meeting Request:

- A site plan/conceptual site plan and survey is required.
- Architectural plans, plat, and utility plan, if available.
- Please provide an agenda with your questions/discussion points.

The property owner, owner’s representative, developers, engineers, surveyors, architects, and any other representatives of the project are strongly encouraged to attend.

PROPERTY INFORMATION

Description of Proposed Project: _____

Subdivision Name: _____ Lot/Reserve: _____ Block: _____

Address/Location of Property: _____

HCAD Identification Number: _____ Acreage: _____

Past or Present Zoning of Property: _____

Proposed Zoning of Property: _____

I understand and agree that a pre-development conference is optional and is intended to be an informational meeting designed to help but not substitute for my own due diligence in determining all requirements that may apply to any plat, construction plans, building permits, or any other requirement for the development. I have provided the information requested in this form and understand that this meeting does not constitute a City review for the purposes of approval or permit issuance. Additionally, I understand and agree that no representation made during a pre-development conference can modify the regulations that apply to my project. Furthermore, I agree that this request and everything that occurs during the pre-development conference, including but without limitation any questions asked, or answers given, shall not constitute a formal application for purposes of Chapter 212 of the Texas Local Government Code.

Signature: _____ Date: _____