ROUND ROCK TEXAS
PLANNING AND DEVELOPMENT SERVICES

Presubmittal Meeting Request Form

Instructions: Forward the completed form to Intake Staff via fax (512) 218-3286 or email (PDSIntake@roundrocktexas.gov) to schedule a presubmittal meeting.

1) **Requested meeting date(s) or day(s) of the week:** _____
   Requested meeting time(s): ☐ **Morning** **or** ☐ **Afternoon**

2) **Project Location:**
   Legal Description: _____
   Address: _____
   Parcel ID/R No(s). from County Appraisal District: _____

3) **Current land use:** _____
   Check one: ☐ **Undeveloped** ☐ **Developed & to be Reused/Redeveloped** ☐ **To be Demolished**

4) **Proposed land use:** _____
   Current zoning: _____ **or Unzoned** ☐

5) **Is a rezoning required for proposed use(s)?** ☐ **Yes** ☐ **No** ☐ **Don't Know**

6) **Is the property subdivided/platted?** ☐ **Yes** ☐ **No** ☐ **Don't Know**
   Is a plat or modification to an existing plat required? ☐ **Yes** ☐ **No** ☐ **Don't Know**

7) **Approximate Square Feet of Improvements or Number of Residential Units:** _____

8) **Please list specific questions or concerns you would like discussed with City staff:**
   _____
   _____
   _____
   _____
   _____
   _____

9) **Contact Name:** _____
   Contact Role (e.g. owner, agent, developer): _____
   Contact Phone: _____ **Contact Email:** _____

   Project Owner if not Attending requested meeting:
   Name: _____ **Phone/Email:** _____
   Address: _____

The presubmittal meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications, comments may be issued on items that were not discussed at the meeting. Nor shall the date of the meeting be construed as the submittal date for the application.