



## Pre-submittal Meeting Request Form

**Instructions:** Forward the completed form to PDS intake staff by fax at 512-218-3286 or by email at [PDSintake@roundrocktexas.gov](mailto:PDSintake@roundrocktexas.gov) to request a pre-submittal meeting. This meeting is required before submitting a development application. Intake staff will respond within 3 business days to schedule the meeting. Any additional information requested by staff must be provided at least 3 business days prior to the meeting.

- 1) Requested meeting date(s) or day(s) of the week: \_\_\_\_\_  
 Requested meeting time(s):                              Morning                              or                              Afternoon
  
- 2) Project Address: \_\_\_\_\_  
 Parcel ID/R No(s). from County Appraisal District: \_\_\_\_\_
  
- 3) Current land use: \_\_\_\_\_  
 Check one:              Undeveloped/Vacant              Developed & to be Redeveloped              To be Demolished
  
- 4) Proposed land use (if residential, note specific type): \_\_\_\_\_  
 Current zoning:      Commercial              Residential              Industrial              PUD # \_\_\_\_\_              Unzoned  
 Approximate square feet of improvements or number of residential lots/units: \_\_\_\_\_
  
- 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) Please list specific questions or concerns you would like discussed with City staff:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- 8) Contact Name: \_\_\_\_\_  
 Contact Role (e.g. owner, agent, developer): \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 Project Owner if not attending the requested meeting:  
 Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
 Address: \_\_\_\_\_

*The pre-submittal 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. The date of the meeting shall not be construed as the submittal date for an application.*