



**Applications & Forms:**



**MCTX Self Service:**

## Pre-application Conference Request Form

1. A pre-application conference request form is required before any application submittal will be accepted.

Necessary City Staff will attend the meeting to explain processes to the applicant and answer questions.

All interested parties of the applicant (design professionals, client, etc.) are encouraged to attend the pre-application conference.

- Required Parties include:
  - A Designated Project Facilitator, who will be the Point of Contact
  - An engineer representative

2. To submit a pre-application conference request form, please access the MCTX Self Service portal link [MCTX](#) or use the QR code above.

**Pre-application conferences are scheduled after passing a completeness check, within five (5) to seven (7) business days. Meetings are held virtually with in person meetings available upon request.**

Meetings are scheduled in one (1) hour increments Thursday’s between 1:00 p.m. and 4:00 p.m. City Staff will reach out to schedule a meeting based upon staff availability.

**NOTE:** An initial meeting request is the first pre-application conference to discuss a proposed development. If additional meetings are requested, for the same proposed development and/or location, a subsequent pre-development meeting fee will be applied.

<b>Associated Fees:</b>	
<b>Initial Meeting Request:</b>	No charge
<b>Subsequent Meeting Request(s):</b>	\$150.00 due prior to confirmation of meeting date and time

