



**DEVELOPMENT SERVICES DEPARTMENT
Planning & Development Division**

1522 Texas Parkway Missouri City, Texas 77489
281-403-8600 (Office) ■ planning@missouricitytx.gov



Website:



Citizen Self Service:

Pre-application Conference Request Form

1. A pre-application conference is required of most applicants before the first application submittal is made in the development process.

City staff will attend the meeting to help determine what parts of the development process apply to the applicant and in what order they need to take place.

All interested parties of the applicant (design professionals, client, etc.) are encouraged to attend the pre development meeting.

2. To schedule a pre-application conference, please contact a City Planner at planning@missouricitytx.gov.

***Pre-application conferences must be scheduled a minimum of two (2) business days in advance. The length of time for each meeting is approximately 1 hour or less.**

Available meeting days and times are as follows:

Tuesdays and Thursdays

2:00 PM

3:00 PM

Thursdays

9:00 AM

10:00 AM

Meetings are scheduled based upon staff availability.

Associated Fees:	
Initial Meeting Request:	No charge
Subsequent Meeting Request(s):	\$105.00 due prior to confirmation of meeting date and time

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.



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1. Proposed Project Name:			
2. Property Location (Closest Intersections or Address):			
3. Legal Description of Property, Plat or Central Appraisal District ID No. & Approximate size of the area:			
4. Existing Zoning (Staff may complete):			
5. Applicant(s) Contact Information (Include name, email address and daytime phone number):			
6. Requested Days and Times: First Choice: Second Choice: Third Choice:			
7. Please check all that will attend the meeting:			
Property Owner	Developer	Land Planner	Architect / Designer
General Contractor	Other (Please indicate):		
8. Please provide a purpose for the meeting (Please include on separate sheet, if needed)			
a. New development/construction Please explain:		b. Existing development/building Please explain:	
9. Anticipated project schedule including construction start date:			
10. Please provide a concept, site plan or proposed subdivision plat as an attachment to this form Such plan should show the entire property with at least approximate locations of buildings, as applicable; public and private rights-of-way and open spaces, planting areas, as applicable, parking and loading areas, as applicable.			

Initial Meeting Request:	No charge
Subsequent Meeting Request(s):	\$105.00 due prior to confirmation of meeting date and time