



PRE-APPLICATION MEETING REQUEST

A Pre-Application Meeting gives a property owner or applicant the opportunity to meet with City staff from the departments involved in development review before submitting an application. The meeting is a chance to discuss a proposed project in general terms, identify the applicable regulations and review procedures, and surface issues early. The more complete the information you provide with this request, the more useful the meeting will be.

MEETING INFORMATION

Scheduling. Pre-Application Meetings are typically held Tuesday - Thursday at Bee Cave City Hall, 4000 Galleria Parkway. Staff will confirm the date and time once a complete request is received. Submit this form and the required items below at least four (4) business days before the requested meeting date. A meeting will not be scheduled until all required items are received.

How to submit. Email the completed form and required items to slapano@beecavetexas.gov. Questions may be directed to the Planning and Development Department at 512.767.6675.

Attendance. We strongly recommend that your engineer, surveyor, architect, or other design professionals attend.

Before the meeting. Review the Unified Development Code (including its zoning, subdivision, sign, landscaping, and tree preservation regulations), the Zoning Map, and the Comprehensive Plan as they apply to your property.

APPLICANT AND PROJECT INFORMATION

Applicant / Contact Name(s): _____

Firm / Company: _____

Phone / Email: _____

Property Owner (if different): _____

Project Name: _____

Project Location / Address: _____

Travis CAD Property ID(s) (R#): _____

Approximate Acreage: _____

Located within: ☐ City Limits ☐ Extraterritorial Jurisdiction (ETJ) ☐ Unsure

Requested Meeting Date: _____

Brief Project Description:

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Applications anticipated for this project (check all that apply):

- | | |
|--|--|
| ☐ Zoning Map Amendment (rezoning) | ☐ Preliminary Plat |
| ☐ Planned Development District or PDD Amendment | ☐ Final Plat or Short Form Final Plat |
| ☐ Specific Use Permit | ☐ Minor Plat or Amending Plat |
| ☐ Site Plan | ☐ Replat |
| ☐ Zoning Variance or Special Exception | ☐ Development Plat |
| ☐ Comprehensive Plan Amendment | ☐ Plat Vacation |
| ☐ Development Agreement | ☐ Subdivision Construction Plans |
| ☐ Annexation | ☐ Unsure / Other: _____ |

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REQUIRED ITEMS

Submit a digital copy of each of the following with this form.

- ☐ List of attendees and each person's role on the project
- ☐ List of the specific questions and topics you wish to discuss (see Discussion Topics below)
- ☐ Location map, tax map, or written description identifying the property
- ☐ Property boundary shown on the current FEMA floodplain map
- ☐ Written description of the proposed project, including proposed uses, approximate building area, number of lots or units, and anticipated phasing
- ☐ Conceptual site plan, sketch, or other graphic and engineering information depicting the project
- ☐ Authorization Agent Designation Form, if the request is submitted by someone other than the property owner

DISCUSSION TOPICS

Check the topics you wish to discuss so the appropriate staff can attend. Provide specific questions in the space at the end of this section.

Planning – Zoning

- ☐ City limits or ETJ status
- ☐ Current zoning and permitted uses
- ☐ Setbacks, height, lot coverage, and lot size
- ☐ Architectural and site design standards
- ☐ Parking and loading requirements
- ☐ Landscaping and screening requirements
- ☐ Tree preservation, survey, and mitigation
- ☐ Signage
- ☐ Development agreements
- ☐ Application process and schedule
- ☐ Other

Planning – Subdivision

- ☐ Type of plat required
- ☐ Preliminary and final plat process
- ☐ Easements and right-of-way
- ☐ Replat or plat vacation procedure
- ☐ Other

Parks and Recreation

- ☐ Parkland and path dedication or fee in lieu
- ☐ Other

Engineering

- ☐ Detention and water quality
- ☐ Non-point source pollution control
- ☐ Drainage study requirements
- ☐ FEMA floodplain
- ☐ Sidewalks, ADA ramps, and guardrail
- ☐ Other

Transportation

- ☐ Thoroughfare Plan
- ☐ Driveway locations and access management
- ☐ Deceleration lanes
- ☐ Trip generation and Traffic Impact Analysis
- ☐ Other

Building Code

- ☐ Occupancy classification
- ☐ Exit requirements
- ☐ Adopted codes (building, fire, electrical, plumbing)
- ☐ Architectural code analysis
- ☐ Other

Fire

- ☐ Fire access, fire lanes, and turning radii
- ☐ Hydrants and hose lengths
- ☐ Sprinklers and alarms
- ☐ Other

Specific questions:

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ACKNOWLEDGMENT

I request a Pre-Application Meeting for the purpose of discussing a proposed project in general terms, and I have provided the information requested in this form. I understand that:

- The meeting is informational only. It is not a City review for purposes of any application, acceptance, approval, or permit issuance, and the accuracy of information provided at the meeting is not guaranteed.
- Statements made by City staff at the meeting do not bind the City, do not constitute a determination on any future application, and do not waive any requirement of the Unified Development Code or any other regulation.
- Additional information, requirements, and comments not discussed at the meeting should be expected once an application is submitted.
- This request is not a development permit application and does not constitute the first in a series of permits under Chapter 245 of the Texas Local Government Code for the proposed project.

Property Owner (print)

Signature

Date

If the property owner will be represented by an agent, the agent must also sign below and submit an Authorization Agent Designation Form.

Authorized Agent (print)

Signature

Date