



PRE-APPLICATION MEETING

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Mesquite. To accomplish this, a Pre-Application Meeting may be required prior to submittal of any development or permit application for any of the following projects. The Case Manager assigned to your project will inform you if a Pre-Application meeting is needed.

1. Any new non-residential development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Subdivision Plat
5. Rezoning or Conditional Use Permit application
6. Petition for voluntary annexation
7. Street closing
8. At the City's discretion, a meeting may be called for significant exterior remodeling and/or site work on non-residential properties.

APPLICATION AND MEETING INFORMATION

Pre-Application meetings are held each Wednesday morning. To be scheduled, the Self Survey and Planning and Zoning Verification forms must be submitted to the Planning office by 3:00 p.m. on the preceding Friday. At the time of your submission, you will be given the appointment time for your meeting. The Pre-Application meeting will be scheduled for 30 minutes. Meeting times are assigned in the order that completed documents are received, beginning at 9:00 a.m. No more than 5 meetings will be held on any Wednesday. After the fifth application for any week is submitted, subsequent applications will be scheduled for the next Wednesday.

A \$50 fee will be charged with the submittal of your Self Survey. This \$50 fee is non-refundable but will be credited toward the first development application fee associated with the project.

If no application is submitted for your project within one year of the Pre-Application meeting, it may be necessary to hold a new Pre-Application meeting for the project.

WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the City of Mesquite's development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. No plans or drawings will be accepted, and no approvals will be given. Development and permit applications may be submitted to the City of Mesquite any time after your Pre-Application meeting.

MEET YOUR CASE MANAGER

A Case Manager will be assigned to your project and will attend your Pre-Application meeting. The Case Manager is a planner in the Planning Division of the Community Development Department who will serve as the primary point of contact to assist you throughout the development process.

WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc). In addition to your Case Manager, representatives of the Planning Division and Public Works Department will attend the meeting. Other City of Mesquite staff members may attend if needed.

ONLINE TOOLS

At the meeting you will be given information about the City's development process web page. It is found at <http://www.cityofmesquite.com/DRP> This web page includes a process flow chart, links to applications, ordinances and other related documents, fees, contact information, and more.

The City also has an online Project Tracking System. Once you make your first application following your Pre-Application meeting, your Case Manager will set up your project on the Project Tracking System. You, and any of your development team that you wish, will be sent an email with information, including a unique password, to access your project. Communication between your development team and the City regarding your project will take place on the system. Comments may be made by the City or the applicant in a blog format. Documents and other files may also be attached to the system. The Project Tracking System provides 24/7 access to the progress and approvals for your project through each step of the development process. Each time a comment is posted or the project page is updated in some way, notification is automatically sent via email to you and your development team.

It is not necessary for the applicant to submit the Self Survey and Checklist form, or attend a Pre-Application meeting, in order to initiate, continue, or complete a project or permit in the City of Mesquite. Neither submission of the form, nor the Pre-Application meeting, constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.

Meeting Date:

Meeting Time:

Case Manager:

P&Z Verification Received:

SELF SURVEY FOR PRE-APPLICATION MEETING

Upon receipt of the Self Survey and Checklist, the Planning Division will schedule your Pre-Application Meeting. **All information is required.** Your "Planning and Zoning Verification" form should be submitted with the Self Survey.

Your Project	Description of the proposed Project (you may attach additional sheets as necessary)	
	Location:	
	Acreage:	
	Zoning of the Property:	
Your Team	Name of Applicant:	
	Address of Applicant:	
	Telephone:	(_____) _____ - _____
	Fax:	(_____) _____ - _____
	E-mail:	
	List who you expect to attend the meeting and their role in the Project (i.e. owner, architect, engineer, etc):	

CHECK ANSWERS TO THE FOLLOWING:

Is the property currently in use? If yes, how is it being used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any existing buildings on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you propose demolition of any buildings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you propose removal of any trees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously developed property in the City of Mesquite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to have outdoor storage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to sell or lease used merchandise? If yes, describe the used merchandise to be sold.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to subdivide, resubdivide, or combine the property with other parcels?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property in a Regulatory Flood Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



COMPLIANCE WITH THE COMMUNITY APPEARANCE MANUAL IS REQUIRED

All new construction projects, and most renovation / rehabilitation projects, are required to comply with the City of Mesquite's Community Appearance Manual. Even minor façade modifications to an existing building must bring the building closer to compliance with the Manual. It is a common and time-consuming mistake to begin the design of your building before consulting with your Case Manager about the Manual.

The Community Appearance Manual is based upon timeless principles of good design. An architect will understand and appreciate them. If you want the design review phase of your project to proceed as smoothly as possible, we suggest hiring an architect to design your building from the ground up and work with your Case Manager to ensure it meets the requirements of the Manual. Please see "Other Documents and Resources / Codes and Ordinances" of the City's "How to Develop in Mesquite" Website (<http://www.cityofmesquite.com/DRP/>) for a complete copy of the Community Appearance Manual.

NOTICE: Signage

As of July 21, 2008, new pole signs are no longer permitted in the City of Mesquite. Unless abandoned through non-use or prohibited by a Planned Development Ordinance, existing pole signs may be refaced, but they may not be enlarged or made taller. Specifications for monument signs are described in Section 13-73 of the City Code. Sign approvals and permits are NOT included in zoning or site plan reviews.

MESQUITE

T E X A S

Real. Texas. Service.

**City of Mesquite
Community Development Department
Planning Office**

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