

# City of Plum Grove

## PRE-SUBMITTAL PROJECT MEETING REQUEST

INSTRUCTIONS: Provide this completed form and required items to Kim Shilling, City Secretary, (281)659-4300 at P.O. Box 1358, Splendora, Texas 77372 or electronically to [plumgrovesecretary@gmail.com](mailto:plumgrovesecretary@gmail.com). A meeting will be scheduled once these required items are provided.

Contact's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Type of Use: Commercial \_\_\_\_ Residential \_\_\_\_ Industrial \_\_\_\_ Other \_\_\_\_

### REQUIRED ITEMS FOR PRE-SUBMITTAL PROJECT MEETING:

- \_\_\_\_ 1. List of people who will attend the meeting and their responsibilities in the development.
- \_\_\_\_ 2. List of meeting topics and questions that you wish to discuss.
- \_\_\_\_ 3. Written description of the proposed project.
- \_\_\_\_ 4. Site location map, tax map or written description indicating the location of the proposed project.
- \_\_\_\_ 5. Proposed conceptual site plan, sketch or other graphic information to depict the proposed project.

*This information will help insure all staff is prepared for submittals for meetings, as we want the process to be run efficiently for everyone involved and allow the community to be made aware of potential projects and growth within the city.*

I, the undersigned, request a pre-submittal project meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute City review for the purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential utility, traffic, drainage, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.

Upon submittal of the appropriate application(s), additional comments from City staff should be expected in addition to those that were discussed in this meeting.

Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of permits or projects, as defined by 245.001 et Seq. of the Texas Local Government Code, for this proposed project. Plans shall be prepared in accordance with City of Plum Grove Ordinances, as well as any international, federal, state, or local codes incorporated or referenced therein.

\_\_\_\_\_  
Name Signature Date

City of Plum Grove Use Only:  
Meeting Scheduled (date/time) \_\_\_\_\_  
Meeting Location \_\_\_\_\_