Pre-Development Meetings are a required step in the application process and is for Applicants to learn more about the City's application procedures and help answer general questions. Representatives from various City departments will attend the meeting, based on the proposed project. When possible, any professionals that will be involved in designing or managing the project, such as Planners, Engineers or Architects, should attend the meeting to learn about the procedural requirements and how to assemble a complete application.

Pre-Development Meetings are held by appointment only, on the first and third Thursday mornings of the month, in 30-minute increments. There are a limited number of spots for each meeting date. Complete request forms and attachments are due no later than 12pm of the Friday before the meeting date. Request forms shall be submitted to Karen Gallaher at [city@uhlandtx.us](mailto:city@uhlandtx.us), and Jennifer Scott [planner@uhlandtx.us](mailto:planner@uhlandtx.us). For questions, please call 512-398-7399.

# General Information:

Project Name:

Applicant’s Name:

Phone Number:

Email Address:

What is your affiliation with the Project?

Number of people you expect to attend the meeting:

Have you spoken to City Staff about this Project? ☐ Yes or ☐ No Have there been previous City meetings about this Project? ☐ Yes or ☐ No **Project Information:**

Street Address:

Parcel Tax ID#:

Legal Description (Subdivision/Survey Name:

Is this project located with the City Limits or ETJ? ☐ City Limits or ☐ ETJ

If the project is located in the City Limits, what is the current Zoning District?

Does this project involve a Zoning change? ☐ Yes or ☐ No

If yes, which Zoning District will you be requesting?

# Project Details:

Project Type: ☐ Single Family ☐ Multi Family ☐ Commercial

* Industrial

If the project is residential, please indicate the approximate number of dwelling units:

Are there any specific topics you would like to discuss?

# Submittal Materials:

1. Complete Pre-Application Meeting Request Form
2. Site Location Map or CAD Map
3. If applicable, copy of the recorded subdivision plat. If the plat is not recorded, please state that the plat is unrecorded.
4. Concept Layout
5. Any other pertinent project information that may be useful to help access the project.

*By submitting this request form, the applicant understands that the pre-application meeting is for informational purposes and any preliminary analysis provided by staff during this meeting does not constitute a formal review of the project, imply subsequent approval, nor preclude future comments. This document does not constitute* a *vesting document under Chapter 245 of Local Government Code. It is the responsibility of the applicant to read and comply with all applicable ordinances and requirements in effect on the submittal date. An application must be submitted within six (6) months of the meeting or* a *new Pre- Application Meeting will be required. Future meetings may be required for subsequent applications or to further prepare the applicant for submittal.*

**CITY OF UHLAND**

**ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS**

\**For all applications that require submittal documents\**

1. For certification of exhibits and site development plans, a pre-development meeting is required prior to submittal of an application.
2. Pre-development meetings are held per this calendar: [2023-Staff-Pre-Development-Meetings-Calendar5617.pdf (cityofuhland.com)](https://www.cityofuhland.com/wp-content/uploads/2023/01/2023-Staff-Pre-Development-Meetings-Calendar5617.pdf)
3. Within six months of the pre-development meeting, an application for Certification of Exhibits or Site Development may be filed.

1. Applications for Certification of Exhibits may be filed any day the city is open for business. City of Uhland shall provide letters of certification or comments within 45 days of the submittal for Certification of Exhibits.
2. Applications for Site Development, Preliminary Plat, and Final Plat must be filed per the City of Uhland Submittal Calendar: [Uhland-2022-2023-Application-Submittal-Calendar-1.pdf (cityofuhland.com)](https://www.cityofuhland.com/wp-content/uploads/2023/03/Uhland-2022-2023-Application-Submittal-Calendar-1.pdf)
3. Any other application required by the City of Uhland, may be filed any day the city is open for business (i.e. construction in the right-of-way, utility permit, etc.).
4. Electronic submittals must be submitted via email.
5. Include the following City Staff on all electronic document submittals: Karen Gallaher, [city@uhlandtx.us](mailto:city@uhlandtx.us), Kimberley Weatherford, [citysecretary@uhlandtx.us](mailto:citysecretary@uhlandtx.us), Jennifer Scott, [planner@uhlandtx.us](mailto:planner@uhlandtx.us), and Macey Schneider, [adminassistant@uhlandtx.us](mailto:adminassistant@uhlandtx.us).
6. All documents must be in .pdf format unless otherwise specified by City Staff.
7. All documents must be sent as email attachments, Dropbox link, or OneDrive link. (Google docs, etc. WILL NOT be accepted)
8. No applications will be processed without all required backup documentation being sent with the application.
9. If backup documentation is not provided at the time of application, the application will be considered automatically rejected.