

PRE-SUBMITTAL APPLICATION

Applicant

Owner

Developer

Architect

Civil Engineer

Name:		Name:	
Company:		Company	
Address:		Address:	
City:		City:	
State:	Zip Code:	State:	Zip Code:
Phone:		Phone:	
Fax:		Fax:	
Email Address:		Email Address:	

Property Location:

Subdivision:

Lot:

Block:

Please provide a brief description of the proposed request and submit a map identifying the exact location of the subject property:

Also, submit a sketch of the site and any proposed development.

- 1) Applications may be submitted on any working day from 8 AM to 5 PM at the Planning Department front desk located on the second floor of the Main Street Municipal Building, 800 Main Street, Garland, Texas 75040. Applications can also be faxed to 972-205-2474 or emailed to planningpresubmittal@garlandtx.gov. If you have questions, please contact the Planning Department at 972-205-2445. Discussions regarding incentives, tax abatements, etc. are not part of these meetings. These inquiries should be directed to the City of Garland, Economic Development Department at (972) 205-3800.
- 2) A staff member will contact you to determine if a Pre-Submittal meeting is needed. Pre-Submittal meetings are held between 1:30 and 4 PM every Tuesday and Thursday. This mandatory meeting is scheduled to facilitate the development process by providing you with the applicable development requirements and discussing issues associated with your proposed project. For the meeting to be most effective and to better serve you, please bring to the meeting all relevant development documents such as site plans, plat, photographs, as well as a written description of proposed development.
- 3) **The applicant or representative must notify planning staff of a cancellation a minimum of 48 hours prior to the scheduled Pre-Submittal meeting. In the event an applicant or representative either does not attend a scheduled Pre-Submittal meeting or does not provide a hour notice of cancellation, the City will delay rescheduling a Pre-Submittal meeting. The degree of delay depends upon the number of previous cancellations (without adequate notification) or lack of attendance. Any occurrence would result in a delay based on the availability of future scheduled meetings. A Pre-Submittal meeting will be cancelled if an applicant is more than 15 minutes late. Consequently, the applicant will be subject to the above listed provision.**