



## City of Rowlett Pre-Application Meeting Request

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

Thank you for your interest in investing in Rowlett!

We value your time and want to partner with you to make the development process a positive experience; therefore, a Pre-Application Meeting is suggested with the Development Review Committee. Here, we will discuss and evaluate your ideas and provide you applicable [development codes](#) and ordinances, as well as set out a path for review.

Pre-Application Meetings are generally held every Wednesday afternoon, and will only be 30 minutes in duration. Requests and all required materials must be submitted to the Planning and Urban Design Division staff no later than 10 days prior to the day of the meeting.

Materials **required** to schedule a Pre-Application Meeting:

- 1) **Project Narrative:** Describe in as much detail as possible what you are looking to do— new construction, the business or use to be operated at a site, the type of residences that would be constructed. This will improve the quality of information you will get at the meeting, as well as narrow the scope of it so you aren't looking at the wrong part of the code or trying to understand a process that isn't necessary.
- 2) **Conceptual Site Plan:** A concept site plan will allow us to evaluate required building setbacks, landscaping and buffers, and where infrastructure, like utilities, streets, and curb cuts should be placed.
- 3) **Specific Questions:** You may be an experienced developer, or this may be your first project. Please provide any questions that you have for staff, and we will work to be prepared to answer them at the time of the meeting.

The purpose of a Pre-Application Meeting is to provide general information regarding the City's land development processes, applicable codes, and ordinances. Please note, construction/development plans or drawings will not be accepted, nor will any approvals be given during this meeting. Any applications may be submitted in full in [MyGov](#) any time after your Pre-Application Meeting and on the designated [submittal date](#).

If you have any questions or concerns, please contact the Planning and Urban Design Division Manager, Alex Koenig, at [akoenig@rowlett.com](mailto:akoenig@rowlett.com).

Regards,

*The Planning and Urban Design Division*



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PROJECT LOCATION INFORMATION			
Project Name:		Address:	
Parcel ID ( <i>DCAD</i> or <i>RCAD</i> ):		Property Acreage:	
Current Zoning:		<i>Future Land Use Map</i> Designation:	
Project Cross Streets:			
PROJECT TEAM INFORMATION			
<i>Owner/Applicant</i>			
Name:		Company:	
Address:		Phone:	
City:		Fax:	
State:	Zip:	Email:	
<i>Civil Engineer</i>			
Name:		Company:	
Address:		Phone:	
City:		Fax:	
State:	Zip:	Email:	
<i>Architect</i>			
Name:		Company:	
Address:		Phone:	
City:		Fax:	
State:	Zip:	Email:	
PROJECT SURVEY			
Is the property developed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If developed, please specify the existing use:			
Are you proposing to demolish any existing buildings on site?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please read <a href="#">Section 77-504.H.</a> of the Rowlett Development Code regarding Tree Preservation.			
Please review the <a href="#">Master Thoroughfare Plan</a> as it relates to your site.			
Will your project include outdoor storage?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need any information regarding the following City of Rowlett utilities:			
Water:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Sewer:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Storm:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
As-builts can be requested via email from <a href="mailto:asbuilts@rowlett.com">asbuilts@rowlett.com</a>			
Will you be storing any hazardous materials, oils, or fuels on site?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you proposing to re-subdivide or create new lots?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify what modifications:			
Please note, properties within <a href="#">Regulatory Flood Zones</a> have specific development requirements which may affect your project.			