



Development Services  
305 N. Arch St.  
Royse City, TX 75189  
Phone: (972) 524-4833

## How to Schedule a Meeting

We are dedicated to helping you in the best way possible. We strongly encourage applicants to schedule a pre-application meeting with the City's Development Services team in order to become familiar with our processes, discuss the property, and understand possible issues in order to keep you moving forward on the most efficient timeline.

Our Development Review Committee is typically comprised of the following departments, who may be present at the meeting:

- Planning
- Engineering
- Fire Marshal
- Public Works
- Building Safety

Please note that additional meetings may be necessary to discuss in depth Planning, Engineering, Fire Marshal, or Building Code issues, and can be scheduled separately through the individual departments. The application deadline for your request is Tuesday, the week before your requested meeting date. Pre-application meetings are scheduled on a first-come, first-serve basis. These meetings are held on Wednesday afternoons with available time from:

- 1:30-2:15 p.m.
- 2:30-3:15 p.m.
- 3:30-4:15 p.m.

Only three meetings will be scheduled each week, additional meeting requests will be pushed to the following week.

If you have any questions concerning this process please email [rcplanning@roysecity.com](mailto:rcplanning@roysecity.com).



# DEVELOPMENT REVIEW COMMITTEE

Development Services

305 N. Arch St.

Royse City, TX 75189

Phone: (972) 524-4833

## MEETING PRE-APPLICATION

**Incomplete applications will not be accepted. Indicate "N/A" when an item does not pertain to your application.**

Pre-applications are accepted online at [rcplanning@roysecity.com](mailto:rcplanning@roysecity.com) or at Development Services for review by the Development Review Committee (DRC) at the next available meeting time. Due to the high volume of DRC applications, please allow for a minimum of two weeks for Staff to return comments and set up a meeting. Please be prepared with specific questions concerning your proposed development.

### PRE-APPLICATION PURPOSE

The purpose of the Pre-application is to provide an applicant with the opportunity to undertake a preliminary due diligence related to a proposed project. The pre-application process and the results of the pre-application meeting do not constitute a permit, or the first permit in a series of permits. The applicant is not requesting vesting at pre-application and the City is not granting it.

### PROJECT INFORMATION

**Project Name:**

**Project Address:**

**Legal Description:**

**Parcel(s) Tax ID#:**  **Total Acres:**

**Current Property Use:**  **Proposed Property Use:**

**Description of Project:**

**Residential:**  **Commercial:**  **ETJ? Yes**  **No**  **Phased Development? Yes**  **No**

### APPLICANT AND OWNER INFORMATION

**Applicant Name:**

**Address:**

**Email:**  **Phone:**

**Owner Name:**

**Address:**

**Email:**  **Phone:**

### SUBMITTAL REQUIREMENTS

- Please include a completed application, scaled site plan, business plan, development regulations, aerial of the location, description of utility needs, driveway locations, detention, landscaping, parking, etc. Incomplete applications will be rejected and the applicant will be asked to provide additional information before a meeting can be scheduled.
- Email the completed application, and a PDF of all documents and additional information to [rcplanning@roysecity.com](mailto:rcplanning@roysecity.com).

### FOR DEPARTMENT USE ONLY

Submittal Date:

DRC Agenda Date: