



DEVELOPMENT REVIEW COMMITTEE

MEETING PRE-APPLICATION

Development Services
305 N. Arch St.
Royse City, TX 75189
Phone: (972) 524-4832/4823

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

Pre-applications are accepted online at permits@roysecity.com or at Development Services for review by the Development Review Committee (DRC) at the next available Wednesday meeting time..* Please note that, due to time constraints, discussions will be limited to approximately 30 minutes. 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:	<input type="text"/>				
Project Address:	<input type="text"/>				
Legal Description:	<input type="text"/>				
Parcel(s) Tax ID#:	<input type="text"/>	Total Acres:	<input type="text"/>		
Current Property Use:	<input type="text"/>	Proposed Property Use:	<input type="text"/>		
Description of Project:	<input type="text"/>				
Residential:	Commercial:	ETJ?	Yes	No	Phased Development?
					Yes
					No

APPLICANT AND OWNER INFORMATION

Applicant Name:	<input type="text"/>				
Address:	<input type="text"/>				
Email:	<input type="text"/>	Phone #:	<input type="text"/>		
Owner Name:	<input type="text"/>				
Address:	<input type="text"/>				
Email:	<input type="text"/>	Phone #:	<input type="text"/>		

SUBMITTAL INFORMATION

- In addition to a scaled site plan, completed application and business plan, a detailed submittal may include an aerial of the location, description of utility needs, driveway locations, detention, landscaping, parking, etc.
- Email the completed application, and a PDF of the scaled site plan and any additional documents to permits@roysecity.com on the same day of submittal between 8:00 a.m. and 4:00 p.m.
- DRC meetings are scheduled at 3:00 p.m. and 3:30 p.m. on each Wednesday of the month. Confirmation of the meeting date and time is sent on the Friday prior to the meeting date.*

FOR DEPARTMENT USE ONLY

Submittal Date:

DRC Agenda Date: