



City of Joshua
Development Services
101 S. Main Street
Joshua, Texas 76058
Phone (817) 558-7447
Fax (817) 641-7526

Pre-Construction Meeting Request Form

Pre-Construction meetings provide a valuable opportunity to discuss your project with various City of Joshua department representatives. These meetings are held as needed in the Fire Department Training Room located at 770 N. Main Street, Joshua, Texas.

To reserve your meeting time, please complete each section of this request form and attach a list of sub-contractors, schedules of construction, SWPPP NOI, traffic control plan for City right of way. Submit your form and attachments in person, by email at amaldanado@cityofjoshuatx.us, or by fax to the attention of Jan Morris at (817) 556-3692, as soon as possible. Staff will contact you to confirm your meeting date and time prior to the meeting. If the date and time you requested is not available, we will offer other dates/times as they are available.

Requested Date and Time	
Contact Person	
Phone Number	
Email	
Project Location	Specific address with a street name of the site or detailed description of the Location:

Representatives from the following city departments and outside agencies will be present at the meeting:

Engineering	Public Works	Permitting/Inspections	Fire Department/Fire Marshall
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Please contact Jan Morris at jmorris@cityofjoshuatx.us or (817) 558-7356 with questions, and to confirm receipt of your information. Meeting reservations are not firm until this information is received and you have confirmation.

Vesting Disclaimer

I understand and agree that pre-construction meetings are voluntary and intended to be informational sessions only and do not substitute for my own diligence in determining all requirements that may apply to my development. No representation made during a pre-construction meeting can modify the regulations that apply to my project. Furthermore, I agree that this request and everything that occurs during the pre-construction meeting, including but without limitation any questions asked or answers given, shall not constitute a formal application for purposes of vesting under the Texas Vesting Statue.

Property Owner/Agent Signature

Date