



Pre-Development Meeting Request Form

Pre-development 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 St, Joshua, TX 76058](#).

DRC meetings are held on the first and third Wednesday of each month.

To reserve a meeting, please complete each section of this request form and attach a location map and a site plan of the area you wish to discuss. Submit your form and attachments in person, or by email at amaldonado@cityofjoshuatx.us. Staff will contact you to confirm your meeting on the Friday prior to the meeting.

| | |
|---|--|
| Contact Person: _____ | |
| Phone Number: _____ | |
| Email: _____ | |
| Project Location (Specific address with a street name of the site or detailed description of the location): _____ | |
| Brief Project Description: (Include a site plan and Location map) | Lot Size: _____ |
| | Proposed Use: _____ |
| | Proposed Square footage of building, or number of Lots: _____ |

Development Review Committee Meetings

The Development Review Committee (DRC) will meet, at the request of a developer who has demonstrated a commitment to develop property inside the City Limits. Along with the request, the developer must include a completed application for the review, along with the following documents:

1. Layout of what is being proposed (Conceptual plan, site plan, survey, or plat)
2. Written list of questions and information on what exactly they hope to achieve in the meeting.
3. Exact location of the property (if the property does not have an address, please provide CAD #)

Once the required documents have been received and confirmed by the Director of Development Services or their designee, staff, and any consultants necessary will have one week (5 business days) to review the request and provide feedback in writing, prior to meeting with the developer/applicant. Once collected, the applicant will be provided the written documents and the DRC meeting will be scheduled.

Note: It is strongly recommended that the developer/applicant have their engineer, architect or general contractor attend the DRC meeting as well.

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

1. City Manager
2. Assistant City Manager
3. Director of Development Services
4. Designee from Development Services responsible for scheduling meetings, invitations to committee, providing of necessary documents for meeting and minutes of meeting including a sign in sheet for attendees.
5. Representatives from the Johnson County Special Utility District
6. Representatives from Atmos Energy
7. Representatives from United Cooperative Services
8. Representatives from Oncor Electric
9. Representatives from the Joshua Independent School District
10. City of Joshua Fire Marshal
11. City of Joshua Police Chief.
12. City Engineer
13. City Planner
14. Director of Public Works

From time to time, it may be necessary to include other utilities or entities as needed.

Only one DRC Meeting will be scheduled with the DRC. Development Services may at its discretion may schedule meetings prior to the formal DRC meeting.

Please type applicants invites below.

Please contact Aaron Maldonado at (817) 558-7447 Ext: 2009 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-development 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-development meeting can modify the regulations that apply to my project. Furthermore, I agree that this request and everything that occurs during the pre-development 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