



## PRE-SUBMITTAL MEETING INFORMATION

The pre-submittal meeting stage of the subdivision/development planning comprises an investigatory period which precedes actual preparation of preliminary plats or plans by the applicant. During this meeting, the applicant makes known his/her intentions to the Development Review Committee (DRC) and the DRC responds to questions regarding platting and development procedures and requirements.

Submit a packet of information to the Department of Community Development and Planning (CDP) to request a pre-submittal meeting. The packet should include:

1. A copy of the preliminary site plan or layout. Include the address and/or legal description.
2. A list of specific questions:  
Unacceptable example:  
“How should drainage be handled from this site?”  
Acceptable example:  
“We have researched the existing drainage system and it appears to be undersized for our development runoff. We propose to do the following...”
3. List of departments that are requested to attend the meeting. I think the list of questions will tell us which “department” needs to be there – since we’re not by departments anymore and don’t want to give the impression that we are.

### What to do before requesting a pre-submittal meeting

- Visit the City of Arlington website (<http://www.arlingtontx.gov/>) to view the Virtual Map Room (G.I.S.) and review the Subdivision Regulations (Community Development and Planning) as well as the Design Criteria Manual (Public Works/Transportation and Community Development and Planning).
- Visit the CDP department, located on the 2nd floor of City Hall, 101 West Abram Street or call 817-459-6502, to research the zoning and platting issues.
  - ✓ Zoning – How is the property zoned? Is this use permitted in this zoning district? Is a Specific Use Permit required? Is rezoning necessary?
  - ✓ Platting – Is the property platted? Do the lots meet the minimum size requirements for the zoning?
- Visit the Map Room located on the 1st floor of City Hall, 101 West Abram Street. The telephone number is 817-459-6606.
  - ✓ What infrastructure is in place? Is there water/sanitary sewer service to the site?
  - ✓ FEMA maps are available for viewing to help determine if the property is in or near floodplain/floodway.
  - ✓ How is the property accessed - public street or private access easement? If a public street, is it possible that right-of-way is needed?

- Bring all copies of Map Room research information to the pre-submittal meeting.

The proposed name/use is _____
The legal description of the property is _____
The address of the property is _____
The property is zoned _____
There (is) (is not) existing water and sanitary sewer service to this property.
Name _____
Address _____
City, State, Zip _____
Phone 1 _____
Phone 2 _____
Fax _____
Email _____

Please fill out this page and e-mail it along with supporting documents to:

Diana Vazquez at [Diana.Vazquez@arlingtontx.gov](mailto:Diana.Vazquez@arlingtontx.gov) for Commercial Site Plan meetings.

Maria Carbajal at [Maria.Carbajal@arlingtontx.gov](mailto:Maria.Carbajal@arlingtontx.gov) for Zoning and Platting meetings.

Once the City receives this information, you will be contacted to schedule the pre-submittal meeting. All meetings are held in the CDP department, located on the 2nd floor of City Hall, 101 West Abram Street.