

The Pre-Development Consultation offers an applicant the opportunity to assess project viability, understand major requirements, fees, timeframes, and overall processing issues before formally applying and investing additional time and resources. The goal of these early consultations is to enhance applicants' understanding and improve project flow and compliance within the City's review system. Representatives from Planning and Development Services actively participate in these meetings. Information shared by staff remains applicable for 180 days after the meeting unless ordinance changes necessitate updates.

### Pre-Development Consultation (PDC)

- ☐ Due Diligence  
☐ Other \_\_\_\_\_

Our front-facing counter provides access to Professionals of the Day, including the planner-of-the-day, engineer-of-the-day, and plans examiner-of-the-day. Visitors can seek quick answers to their questions without scheduling a meeting. Feel free to drop by during business hours.

### Project Information:

**PROJECT ADDRESS:** \_\_\_\_\_

Proposed name and use: \_\_\_\_\_

Legal description of the property: \_\_\_\_\_

Zoning: \_\_\_\_\_

The property has existing water and sanitary sewer service: ☐ Yes ☐ No

### Applicant Information

Name (and Firm, if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Submittal Requirements:

- ☐ Completed Application Form
- ☐ Project Overview - Provide a concise summary of the project.
- ☐ Site Plan showing the layout of the proposed development, including building footprints, parking area, landscaping, elevations, and other site features.
- ☐ Elevations - if applicable, architectural elevations that depict the building's appearance from difference angles. These should highlight design elements, materials, and aesthetics.
- ☐ Questions - A list of specific questions or issues you want to address during the meeting. Departmental feedback will be dependent on the information and plans submitted.

**Before requesting a pre-meeting:**

- ☐ Review the City of Arlington [Unified Development Code](#)
- ☐ Review the City of Arlington [Design Criteria Manual.pdf \(civiclive.com\)](#)
- ☐ Review the City of Arlington Fire Code [Fire Prevention](#)
- ☐ Review the City of Arlington online map and search for plats at [Arlington MapsOnline](#)
- ☐ Visit the PDS department, located on the 2nd floor of City Hall, 101 West Abram Street or call 817-459-6502, to research zoning issues:
  - How is the property zoned? Is the proposed use permitted in this zoning district? Is a Specific Use Permit required? Is rezoning necessary?
- ☐ Visit the Map Room located on the 1st floor of City Hall, 101 West Abram Street or call 817- 459-6606, to research miscellaneous issues:
  - 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-development consultation.

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**Submit Application**

1. Submit this form along with supporting documents **and your list of** questions to [ArlingtonPermits.com](#)

**Meeting Schedule:**

2. Meetings will be 45 minutes long. Please come prepared to discuss your project

**You have three meeting options:**

- ☐ In Person: Planning and Development Services Department, located on the 2<sup>nd</sup> floor of City Hall, 101 West Abram Street.
- ☐ Virtual: Participate remotely via Microsoft Teams.
- ☐ Hybrid Format: Combine in-person and virtual attendance.

Meetings for **complete** applications are scheduled on a first-come, first-served basis. You will be contacted by the Development Coordinator to schedule a specific date and time for the meeting.