

APPLICATION

ZONING PRE-APPLICATION MEETING

The Zoning Pre-Application Meeting provides an applicant with an 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.

Type of Zoning Application (Check all that apply):

Zoning Change Amendments (Zoning Change)
Multi-Family Development Plans
Mixed-Use Development Plans
Planned Developments (PD)
Specific Use Permit (SUP)
Due Diligence
Zoning Board of Adjustment (ZBA)

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: _____

The One Start Development Center, located on the 2nd floor of Arlington City Hall at 101 West Abram Street, is your one-stop shop for all property related services in Arlington.

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, has been helping homeowners, business owners, architects, engineers, and contractors with issues ranging from platting to permitting.

Visitors can seek quick answers to their questions without scheduling a meeting. Feel free to drop by during business hours

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 online map and search for plats at [Arlington MapsOnline](#)
- ☐ Review the City of Arlington Fire Code [Fire Prevention](#)
- ☐ 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.

Submittal Requirements:

Fee must be paid prior to scheduling any meetings.

Project Overview - Provide a concise summary outlining the projects' purpose, scope and key objectives.

Site Plan a detailed layout of the proposed development, illustrating the building footprints, parking areas, landscaping, and other site features.

Elevations - Architectural elevations showcasing the building's design from various perspective. These should highlight design elements, materials, and aesthetics.

Questions - A list of specific questions or issues you want to address during the meeting.

To schedule a ZBA, submit the following:

- ☐ A dimensioned site plan showing the location of the request.
- ☐ A Hardship Statement detailing the variance request and the non-financial or non-personal hardship.
- ☐ A Permit Review Comments Report

Meeting Schedule:

To schedule a **ZPAM Meeting** per the [P&Z Deadline Calendar](#), all submittal requirements must be completed and received by the designated Monday Deadline.

- Time Slots available: ☐ 9:00 - 9:45am ☐ 10:00 - 10:45 am ☐ 11:00-11:45 am
 ☐ 1:00 - 1:45 pm ☐ 2:00 - 2:45 pm ☐ 3:00 - 3:45 pm

You have three meeting options:

- ☐ In Person: Planning and Development Services Department, located on the 2nd 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.

Submit Application

1. Submit a complete application to [ArlingtonPermits.com](#).