APPLICATION

ZONING PRE-APPLICATION MEETING (ZPAM)

The Zoning Pre-Application Meeting offers applicants a valuable opportunity to evaluate project feasibility, gain insight into key requirements, fees, timeframes, and overall processing considerations before submitting a formal application. These early consultations aim to enhance applicants' understanding, streamline project flow, and ensure compliance within the City's review system. Representatives from Planning and Development Services actively participate to provide guidance. Information shared by staff remains valid for 180 days following the meeting, unless ordinance changes require 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)

Project Information:

PROJECTADDRESS: _____

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 second floor of Arlington City Hall at 101 West Abram Street, serves as Arlington's one-stop resource for all property-related services.

Our front-facing counter provides direct access to **Professionals of the Day**, including the **Planner of the Day, Engineer of the Day, and Plans Examiner of the Day**—ready to assist homeowners, business owners, architects, engineers, and contractors with a range of issues, from platting to permitting.

Visitors can get quick answers to their questions **without the need to schedule a meeting.** Feel free to stop by during business hours for assistance.

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:

    o What infrastructure is in place? Is there water/sanitary sewer service to the site?
    o FEMA maps are available for viewing to help determine if the property is in or near floodplain/floodway.
    o How is the property accessed – public street or private access easement? If a public street, is it possible that right-of-way is needed?
    o Bring all copies of Map Room research information to the pre-development consultation.

Submittal Requirements:

☐ **Completed Application Form** – Ensure all required fields are filled out accurately.
☐ **Project Overview** – Provide a clear and concise summary outlining the project's scope and objectives.
☐ **Site Plan** – Include a detailed layout of the proposed development, featuring building footprints, parking areas, landscaping, elevations, and other key site elements.
☐ **Elevations (if applicable)** – Submit architectural elevations illustrating the building's appearance from various angles, highlighting design elements, materials, and overall aesthetics.
☐ **Questions** – Prepare a specific list of questions or concerns to discuss during the meeting. Departmental feedback will be based on the submitted information and plans.

Meeting Schedule:

Meetings will be held on Thursdays (subject to availability)

☐ Time Slots available: 11:00 am-11:45 pm   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** to be scheduled for Thursday's meeting.
2. Ensure **all** relevant details are included for a thorough review.
3. Provide a detailed list of questions along with associated plans to support your submission.
4. To be scheduled for the Thursday meeting, submit your application by the Monday deadline of the previous week..