



## Pre-Development Meeting Request Form

Stakeholders are encouraged to schedule a Pre-Development Meeting prior to formally applying for a Planning case or New Commercial building permit application.

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Project Name \_\_\_\_\_

Project Location (Address Preferred) \_\_\_\_\_

Project Description & Use \_\_\_\_\_

**Please email the following documents to [Predevelopment.Meeting.Request@cityofcarrollton.com](mailto:Predevelopment.Meeting.Request@cityofcarrollton.com)**

- Complete Pre-Development Meeting Request Form (required)
- Conceptual site plan (required)
- Building elevations and landscape plans (preferred)

Pre-Development Meetings are preferred on Wednesdays, however please let us know if you need another day.

**Preferred Day:**  Wednesday (Next Available)  Other (Specify) \_\_\_\_\_

**Preferred Location:**  Microsoft Teams  In-Person (City Hall)

Staff members representing the following areas of expertise will be present at the meeting as needed:

- Building Inspection, Planning, and City Arborist
- Civil and Transportation Engineering
- Fire Department

The City's website also contains a wealth of information. Suggested links include the Development Services Department's page providing codes and ordinances:

<https://www.cityofcarrollton.com/departments/departments-a-f/building-inspection/codes-ordinances>

**Please contact Planning at 972-466-3040 if you have any questions or need additional information.**

**Building Inspection • Planning • Transit-Oriented Development • Landscape Planning  
DEVELOPMENT SERVICES**

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