

*****Please submit completed form to kroche@westlakehills.org and planner@westlakehills.org. You will be contacted by staff to schedule a meeting after the form is reviewed. Leave blank any information that is not applicable or unknown at this time. Meetings are scheduled for 30 minutes*****



PRE-APPLICATION MEETING REQUEST FORM

Date Request Received: _____

Received By: _____ Date/Time of Meeting: _____

Was Meeting Completed? ____Y ____N Permit No. _____

PROJECT INFORMATION

Project Name: _____

Property Address: _____

Total Lot Area: _____ acres In City Limits? Yes No

Present use of Property: _____

Brief description of proposed project:

APPLICANT INFORMATION

Person requesting meeting: _____ Phone: _____

Relation to the above project _____ Email _____

Others to be present _____

Relation to the above project: _____

Topic(s) to discuss *(please check all that apply to ensure the correct staff members attend the pre-application meeting):*

Drainage Impervious Coverage Trees/Topo Roof Replacement/Repair Remodel

Septic Connection to City Wastewater Setbacks Swimming Pool

Interior Remodel Remodel/Addition New Construction General Permitting

Landscaping Subdivision Zoning Change/Rezoning Variance

Other : _____

AUTHORIZATION & ACKNOWLEDGEMENT

I hereby understand and agree that any discussion taking place with regards to this meeting request is for informational purposes only and is not intended to be an application for development to the City. I am not requesting provision of services or seeking a commitment or agreement by the City of West Lake Hills. I understand that any information presented to me during the meeting does not guarantee approval of my project and does not constitute formal review comments. I understand that additional issues, including the potential need for applying for a variance, may come up during the formal application review process. I understand that City information may change after my meeting, including but not limited to, commission, committee, and council meeting dates and ordinances/codes and City policies. This application does not constitute a permit application.

Signature

Date

Printed Name