



## Pre-Application Meeting Request Form

Pre-Application meetings provide a valuable opportunity to discuss your project with various City of El Campo department representatives. These meetings are held in the location above on an as needed basis.

To reserve your meeting time, COMPLETE EACH SECTION OF THIS REQUEST FORM AND ATTACH A LOCATION MAP AND/OR A SITE PLAN of the area you wish to discuss. Print clearly or type all needed information. Submit your form and attachments to Rosie Williams in person or e-mail, [rwilliams@cityofelcampo.org](mailto:rwilliams@cityofelcampo.org), at least 24 hours before the earliest requested meeting date. City staff will contact you to confirm the meeting. If your two choices for a meeting are not available, we will offer other dates/times. If you are unable to keep your scheduled meeting, contact Rosie Williams by email or phone (979.541.5020) as soon as possible to reschedule.

<b>1<sup>st</sup> Requested Date &amp; Time</b>			
<b>2<sup>nd</sup> Requested Date &amp; Time</b>			
<b>Owner(s) Name</b>		<b>Phone:</b>	
<b>Contact Person</b>		<b>Phone:</b>	
<b>Attendee(s)</b>	<b>Name:</b>	<b>Role:</b>	<b>Email:</b>
	1.		
	2.		
	3.		
	4.		
	5.		
<b>Project Address/Location</b>			
<b>Zoning Designation</b>			
<b>Brief Project Description</b>	Wharton CAD Number(s):		
	Lot Size:		
	Proposed Use(s):		
	Proposed Square Footage of Building, or Number of Lots:		
	Other Applicable Information:		

Meeting times are not firm until completed application and site plan are received and city staff has confirmed the meeting date and time. Representatives from the following departments may be present at the meetings: City Manager's Office, Public Works Department, Planning Department, and Fire Department.

**\*Owners, developers, engineers, architects, surveyors and other representatives of the project are encouraged to attend these meetings.\***

**VESTING DISCLAIMER**

I UNDERSTAND AND AGREE THAT PRE-APPLICATION MEETINGS ARE VOLUNTARY AND INTENDED TO BE INFORMATIONAL SESSIONS ONLY AND DO NOT SUBSTITUTE FOR MY OWN DUE DILLIGENCE IN DETERMINING ALL REQUIREMENTS THAT MAY APPLY TO MY DEVELOPMENT. NO REPRESENTATION MADE DURING THE PRE-APPLICATION MEETING CAN MODIFY THE REGULATIONS THAT APPLY TO MY PROJECT. THE PRE-APPLICATION MEETING DOES NOT CONSTITUTE APPROVAL OF ANY PROJECT OR REQUEST. FURTHERMORE, I AGREE THAT THIS REQUEST AND EVERYTHING THAT OCCURS DURING THE PRE-APPLICATION MEETING, INCLUDING WITHOUT LIMITATION ANY QUESTIONS ASKED OR ANSWERS GIVEN, SHALL NOT CONSTITUTE A FORMAL APPLICATION FOR PURPOSES OF VESTING UNDER THE TEXAS VESTING STATUTE.

\_\_\_\_\_  
 PROPERTY OWNER/AGENT SIGNATURE

\_\_\_\_\_  
 DATE