



Pre-Development Meeting Information

WHAT: It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Galveston. To accomplish this, the City offers a free service called Pre-Development Meetings. A Pre-Development Meeting is strongly recommended prior to submittal of any development or permit application for any of the following projects:

- Construction of new residential, commercial or industrial developments;
- Expansion of an existing commercial or industrial building;
- Expansion of a multi-family residential structure;
- Subdivision Plat or re-platting;
- Rezoning or Specific Use Permit application;
- Change of Land Use/Certificate of Occupancy; or
- Significant exterior remodeling and/or site work on commercial or industrial properties.

At the meeting, you will be provided general information regarding the City of Galveston's development process, contact information, applicable codes, applications, and fees. The staff members present will review the project and provide preliminary comments.

It is suggested that you bring a draft concept plan with as much detail as possible to present during the Pre-Development Meeting. However, the meeting is not considered a submittal of an application or permit. Development and permit applications should be submitted to the City of Galveston after your Pre-Development meeting.

WHO: Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc). Representatives of the Planning and Development Division, Building Division, Public Works/Engineering Department, and Fire Marshal's Office attend the meeting. Other City of Galveston staff members may attend if needed.

WHEN: Pre-Development meetings are generally held on the 2nd and 4th Fridays of the month. Please confirm available meeting dates with the staff. The Pre-Development meetings are scheduled for one hour. Meeting times are assigned in the order the requests are received, beginning at 9:00 am until 11:00 am. If you are unable to attend on a Friday, you may work with Department Staff to make other arrangements. To schedule a meeting, please complete the attached form and contact Karen White in the Development Services Department - 409-797-3608 or kwhite@galvestonTX.gov.

Development Services Department

823 Rosenberg, Room 401
Galveston, Texas 77550

Phone (409) 797-3660 planningcounter@galvestontx.gov



PRE-DEVELOPMENT MEETING REQUEST FORM

I. CONTACT INFORMATION

Name, Company/Firm

Telephone

Mailing Address

E-Mail Address

II. PROPERTY INFORMATION

Street Address/Location

Past or Present Use of Property (if applicable)

Have there been previous meetings on this property?

No Yes. If Yes, Date: _____

Has the property recently received a zoning letter?

No Yes. If Yes, Date: _____

III. SUMMARY OF PROPOSED PROJECT

ANY PERTINENT INFORMATION TO ILLUSTRATE PROPOSED PROJECT SHOULD ALSO BE ATTACHED.

Following information to be completed by the City of Galveston

Received:

Department Staff Signature

Date

Meeting Date: _____ Time: _____