



**Planning & Development
Services**
City of Fulshear
 City Hall Complex
 30603 FM 1093 West
 Phone: 281-346-1796 | Fax: 281-346-2556

**Pre-Development Meeting
Request Form**

Pre-Development meetings provide a valuable opportunity to discuss your project with various City of Fulshear department representatives. These meetings are held every Thursday morning at 9 AM and 10 AM in the City Hall Conference Room located at 30603 FM 1093 West, Fulshear, Texas in the City Hall Complex. **NOTE: Pre-development meetings must be scheduled a minimum of two business days in advance.** The length of time for each meeting is approximately 1 – hour or less.

To reserve your meeting time, please submit the following: **1)** This completed form **2)** A location map and a **3)** A proposed generalized site plan. This plan should show the entire parcel with approximate locations of non-residential buildings, public and private rights-of-way and open spaces, planting areas, parking and loading areas, of sufficient accuracy to be used for the purpose of identification of policies and regulations that create opportunities or pose constraints for the proposed development.

Submit your form and attachments in person at 29378 McKinnon, Suite C, Fulshear, Texas, by email at mortiz@fulsheartexas.gov or mkillebrew@fulsheartexas.gov, or by fax, to the attention of: Missy Ortiz or Michelle Killebrew at 281.346.8847. If the date and time you requested is not available, we will contact you to offer another date/time as they are available.

Requested Date and Time:	First Choice: Second Choice:
Contact Person for Development:	
Phone Number(s):	
Email(s):	
Project location (closest intersection of address):	
Lot Size or Approx. size of area:	
Present Use & Zoning:	
Proposed Use:	
Proposed square footage of building, or number of lots:	
Brief project description:	
Current Property Owner(s) Name and Address	

Representatives from the following departments may be present at the meetings:

Planning	Fulshear Economic Development	Public Works/Parks	Projects
Engineering	Permits / Building Inspections	Fire Marshal	Traffic
Administration	County Drainage Districts	County Engineering	

Please contact Missy Ortiz at 281.346.8857 or Michelle Killebrew at 281.346.8856 with questions and to confirm receipt of your information. Meeting reservations are not firm until this information is received and you have confirmation from Missy Ortiz or Michelle Killebrew.

All interested parties (design professionals, client, etc) are encouraged to attend the pre-development meeting. Meetings are scheduled based on staff availability.

Vesting Disclaimer

I understand and agree that pre-development meetings are voluntary and intended to be informational sessions only and do not substitute for my own diligence in determining all requirements that may apply to my development. No representation made during a pre-development meeting can modify the regulations that apply to my project.

Furthermore, I agree that this request and everything that occurs during the pre-development meeting, including but 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

DATE