

GETTING YOUR DEVELOPMENT STARTED

The City of Pottsville has designed the pre-development survey with you in mind. The pre-development meeting is intended to provide candid direction and advice on special problems your project may encounter.

A Pre-Development Self Survey is required prior to submittal of any development pre-submittal form or application for any of the following projects:

1. Any new non-residential building permit application or development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Subdivision Plat
5. Zoning, rezoning, or Specific Use Permit application
6. Petition for voluntary annexation
7. At the City's discretion, a meeting may be called for significant exterior remodeling and/or site work on non-residential properties.

PRE-DEVELOPMENT MEETING INFORMATION

To schedule a meeting, the Self Survey and Checklist form must be submitted to the Development Coordinator. We suggest your application be submitted at least one week prior to your preferred meeting date.

WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the City of Pottsville's processes, contact information, construction codes, pre-submittal forms and applications as well as applicable fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. Pre-development meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. The purpose of the pre-development meeting is to allow the applicant to become more familiar with the City's codes and procedures and to ensure that application will contain the required information. We want the applicant to obtain an understanding of the next steps of the process, be aware of major issues and understand which ordinances apply. No plans or drawings will be accepted and no approvals will be given during the meeting.

If no pre-submittal form or application is submitted for your project within one year of the Pre-development meeting, it may be necessary to hold a new Pre-development meeting for the project.

WHO SHOULD ATTEND

Any person associated with a project proposal may attend the meeting. Whenever possible, design professionals involved in the creation of the plat, site plan or construction plan, such as your engineer, architect, surveyor or contractor, should attend the pre-development meeting. This allows the design professional to hear comments directly from staff, preventing potential confusion later when documents are submitted.

If your project staff gives proper attention to the City's submittal requirements and is responsive to requests for information, we can deliver prompt decisions on your project. The City Manager, City Secretary, and other City of Pottsville staff members may attend if needed.

TOOLS

At the meeting you will be given information about the City's web site. This web site includes links to applications, ordinances and other related documents, fees, contact information, and more.

<https://pottsville.govoffice2.com/>

Neither submission of this form, nor the Pre-development meeting constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.

SELF SURVEY FOR PRE-DEVELOPMENT MEETING

Upon receipt of the Self Survey and Checklist, the Development Coordinator will schedule your Pre-development meeting. **All information is required.**

Project

Description of proposed project & survey of proposed site. (Attach additional sheets as necessary.):

Location: _____

Acreage: _____

Current Zoning: _____ Proposed Zoning: _____

Address of Property: _____

Grayson County Tax ID # _____

Lot size (acreage or sq. ft) _____ Sq. ft. of existing structures _____

Current or most recent use of property _____

Anticipated date of submittal _____

() Copy of current deed with property description

() Copy of subdivision plat or abstract map with lot or tract highlighted and proposed construction site shown.

These documents can be obtained at the Grayson County Clerks office located at the Grayson County Court House, 100 W. Houston St., Sherman, TX 75090

Contact Information

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Fax: _____

Email Address: _____

Property Owner of Record: _____

Developer: _____

Engineer: _____

End User: _____

CHECK ANSWERS TO THE FOLLOWING:

YES NO

		Do you know the specific application type(s) you are seeking? If yes, please name:
		Have you spoken with City Staff about this property? If yes, please name: _____
		Have you previously developed in the City of Pottsville?
		Is this an active project with prior approvals for all or a portion of the property?
		Has the property been platted?
		Do you intend to subdivide, re-subdivide, or combine the property with other parcels?
		Is the property in a Regulatory Flood Zone?
		Is the proposed use allowed under the current zoning?
		Is City of Pottsville the water provider?
		Does the property meet the minimum fire flow requirements for the construction type and square footage?
		Is a fire hydrant located on the property?
		Are you aware of fire requirements for commercial structures? <input type="checkbox"/> Fire Suppression System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> KNOX Box/Vault <input type="checkbox"/> Signage & labeling
		Does the property meet the current paving & parking requirements for the proposed use?
		Are you aware of fees related to development? (See summary of fees)
		Do you propose the use of any exterior signage?
		Do you propose demolition of any buildings?
		Do you propose removal of any trees?
		Do you intend to have outdoor storage?

Applicant's Signature: _____

Date: _____

Anticipated Meeting Attendees:

<u>NAME</u>	<u>ROLE</u>	<u>EMAIL</u>	<u>PHONE</u>

PROPOSED PROJECT

Please attach detailed description, conceptual plans or other pertinent project information as necessary. PDF copies of information may be emailed to BROSS@CITYOFPOTTSBORO.COM

SUMMARY OF PERMITS AND FEES

Fees may not be applicable to specific projects and is not intended to be all inclusive.

- Pre-development Fee
- Annexation Fees
- Zoning Fees
- Specific Use Permit and Fees
- Platting Fees
- Development Permit and Fees
- Demolition Permit and Structure Removal Fees
- Underground Fuel Storage Tank Permit and Fees
- Sidewalk, Driveway and Culvert Installation Permit
- Commercial Building Permit and Fees
 - Structures
 - Irrigation
 - Fence
 - Retaining Wall
 - Fuel Storage
 - Swimming Pools
 - Water Features
 - Electrical
 - Plumbing
 - Mechanical
 - Sign
 - Finish-Out
- Street Excavation Permit
- Tree Removal Permit and Fees
- Water Tap Fees
- Sewer Tap Fees
- Building/Construction Permit & Inspection Fees
- Plan Review Fees
- Certificate of Occupancy Fees

Compliance with the City of Pottsboro's Code of Ordinances is required.

All projects are required to comply with the Comprehensive Code of Ordinances City of Pottsboro's. Modifications to an existing building must bring the building closer to compliance with the current Code of Ordinances. It is a common and time-consuming mistake to begin the design of your building before meeting with city staff to discuss the proposed project.

SIGN APPROVALS & PERMITS ARE NOT INCLUDED IN ZONING & SITE PLAN REVIEW

The City of Pottsboro's Comprehensive Code of Ordinances is available at the following link. Recent amendments to the Code are available in the webpage document vault.
<http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=pottsboroset>

Applicant Acknowledgements

- I am requesting this Pre-development Meeting for information purposes only and not for purposes of submitting or reviewing a development application. I understand and agree that completion of a pre-development meeting does not vest a permit, application or other type of development approval or any rights with regard to the development of this subject property. ____ (initial)
- Any preliminary analysis provided by City staff does not imply or assume subsequent approval of the permit or application. The information discussed and comments made by the staff during the meeting do not constitute or substitute for the formal review of your project and do not preclude future comments during project review. Staff provides only information known to them at the time and cannot anticipate a potential outcome of any development permit or application even if so indicated at the meeting. ____ (initial)
- The information provided in the Pre-development meeting is current as of the date of the meeting. Any project application is subject to the regulations in effect on the date of submittal. It is the responsibility of the applicant to read and comply with all applicable ordinances, regulations and requirements that apply to their project. An application must be submitted to the City within one year of the date of the Pre-development meeting or a new Pre-development meeting will be required. ____ (initial)
- Future Pre-development meetings may be required for subsequent applications and approvals or for the application being discussed, if staff does not feel it is ready for submittal. Until a formal application and fees are received by the City, formal review comments cannot be provided to the applicant. _____ (initial)

ACKNOWLEDGEMENT OF PRE-DEVELOPMENT MEETING COMMENTS

To be signed at pre-development meeting.

Applicant _____ Date _____

City Staff _____ Date _____