



Step One: Pre-Application Meeting

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 Greenville. To accomplish this, a Pre-Application Meeting may be required prior to submittal of any development or permit application for any of the following projects. Planning staff will inform you if a Pre-Application meeting is needed. Below is a list of occurrences that require a Pre-Application Meeting:

1. Any new non-residential development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Preliminary and Final Plats
5. Change of Zoning or Conditional Use Permit application
6. At the City's discretion, a meeting may be called for significant remodeling and/or site work on non-residential properties.

APPLICATION AND MEETING INFORMATION

Pre-Application meetings are held each Thursday morning. To be scheduled, the Pre-Application Meeting request must be submitted to the Community Development Department by 3:00 PM on the preceding Friday. Early the following week, you will be contacted with the specific appointment time for your meeting.

The Pre-Application meeting will be scheduled for 30 minutes. Meeting times are assigned in the order that completed documents are received, beginning at 9:00 AM. No more than 5 meetings will be held on any Thursday. After the fifth application for any week is submitted, subsequent applications will be scheduled for the next Thursday.

WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the City of Greenville's development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. **No plans or drawings will be accepted, and no approvals will be given.** Development and permit applications may be submitted to the City of Greenville any time after your Pre-Application Meeting.

WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc). Representatives from Planning, Engineering, Utilities, GEUS, Fire, and Building Inspection will attend the meeting. Other City of Greenville staff members may attend if needed

WHAT TO BRING

It is suggested that you bring a draft concept plan with as much detail as possible to present during the Pre-Application Meeting. This will not be considered a submittal of application.

ONLINE TOOLS

At the meeting you will be given information about the City's development process web page. It is found at <http://www.ci.greenville.tx.us/index.aspx?NID=427>. This web page includes links to applications, ordinances and other related documents, fees, contact information, and more.

The City also has an online permit tracking software named MyGov. Once you make your first application following your Pre-Application Meeting, Community Development staff will set up your project in MyGov. You, and any of your development team that you wish, will be sent an email with information, including a unique password, to access your project. Communication between your development team and the City regarding your project will take place on the system. Comments may be made by the City or the applicant in a blog format. Documents and other files may also be attached to the system. MyGov provides 24/7 access to the progress and approvals for your project through each step of the development process. Each time a comment is posted or the project page is updated in some way, notification is automatically sent via email to you and your development team.



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 2315 Johnson Street | Greenville, TX 75401 | 903.457.3160
 Fax: 903.457.0503 | Email: tjackson@ci.greenville.tx.us

Received: _____
 Date Scheduled: _____
 Time Scheduled: _____

PRE-APPLICATION MEETING REQUEST

Community Development staff will schedule your Pre-Application Meeting following receipt of this completed form. Pre-Application Meetings are held on Thursday mornings. Applications must be submitted by 3:00 PM on the preceding Friday. Spaces are limited.

_____ **NEITHER SUBMISSION OF THIS FORM, NOR THE PRE-APPLICATION MEETING, CONSTITUTES A PERMIT OR CONFERS ANY PERMIT RIGHTS UNDER CHAPTER 245 OF THE TEXAS LOCAL GOVERNMENT CODE.**

PROJECT INFORMATION

Provide a description of the project you are considering: _____

Location: _____ Acreage: _____ Zoning: _____

Is a zone change necessary for your proposed use? Yes No

APPLICANT (PRIMARY POINT OF CONTACT)

Are you the: Owner Representative Tenant Buyer

Applicant Name: _____ Company: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Other Attendees:	<u>Name</u>	<u>Role (i.e. engineer, surveyor)</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

QUESTIONS

Is the property currently in use? Yes No

If yes, please describe: _____

Are there existing buildings on the property? Yes No

If yes, please describe condition, previous use, etc.: _____

Do you intend to sell or lease merchandise? Yes No

If yes, please describe the merchandise: _____

Do you intend to store hazardous materials? Yes No

If yes, please describe the materials and amounts below: _____

Do you plan to demolish any existing buildings? Yes No

Do you intend to serve alcohol? Yes No

Do you plan to remove any trees on site? Yes No

Do you or will you have any outdoor storage areas? Yes No

Is the property located near or within the floodplain? Yes No

Is the property currently platted? Yes No

Do you intend to subdivide or combine the property with other parcels? Yes No

Is the project expected to exceed \$50,000 in cost? Yes No