



DEVELOPMENT REVIEW COMMITTEE

Development Services

305 N. Arch St.

Royse City, TX 75189

Phone: (972) 524-4833

MEETING PRE-APPLICATION

Incomplete applications will not be accepted. Indicate "N/A" when an item does not pertain to your application.

Pre-applications are accepted online at rcplanning@roysecity.com or at Development Services for review by the Development Review Committee (DRC) at the next available meeting time. Due to the high volume of DRC applications, please allow for a minimum of two weeks for Staff to return comments and set up a meeting. Please be prepared with specific questions concerning your proposed development.

PRE-APPLICATION PURPOSE

The purpose of the Pre-application is to provide an applicant with the opportunity to undertake a preliminary due diligence related to a proposed project. The pre-application process and the results of the pre-application meeting do not constitute a permit, or the first permit in a series of permits. The applicant is not requesting vesting at pre-application and the City is not granting it.

PROJECT INFORMATION

Project Name:

Project Address:

Legal Description:

Parcel(s) Tax ID#: **Total Acres:**

Current Property Use: **Proposed Property Use:**

Description of Project:

Residential: **Commercial:** **ETJ? Yes** **No** **Phased Development? Yes** **No**

APPLICANT AND OWNER INFORMATION

Applicant Name:

Address:

Email: **Phone:**

Owner Name:

Address:

Email: **Phone:**

SUBMITTAL REQUIREMENTS

- Please include a completed application, scaled site plan, business plan, development regulations, aerial of the location, description of utility needs, driveway locations, detention, landscaping, parking, etc. Incomplete applications will be rejected and the applicant will be asked to provide additional information before a meeting can be scheduled.
- Email the completed application, and a PDF of all documents and additional information to rcplanning@roysecity.com.

FOR DEPARTMENT USE ONLY

Submittal Date:

DRC Agenda Date: