



Pre-Application Meeting Request Form

Pre-application meetings are required prior to starting any project in the City of Bastrop. They allow applicants to learn more about the City of Bastrop's code, application process, and to provide answers to questions. Representatives from various departments may be present depending on the project and associated questions.

Pre-application meeting are held on Tuesday afternoons by appointment. Staff suggests scheduling a meeting as soon as possible because requests are processed in the order in which they are received, and appointment times fill quickly. To reserve an appointment, complete this form, attach a location map of the property of interest, and return to Staff. You may return the application in person or by mail to 1311 Chestnut St. Bastrop, TX 78602 or by email to plan@cityofbastrop.org. Staff will contact you to confirm an appointment date and time.

Property Information

Property Address: _____ Tax ID: _____

Legal Description: _____

Land Use Category: _____ Acreage: _____

Existing Zoning District: _____ (If rezone) Proposed Zoning District: _____

Name of Overarching Regulation (PD, MUD, DA, etc.): _____

Project Details

Project Name: _____

What is the primary purpose for the meeting?

- Due Diligence/Fact Finding Project Feasibility Project Design Ready to Submit App Other

If other, please explain: _____

Briefly describe your project: _____

Have you spoken to City Staff about this project? Yes No If yes, name: _____

Have there been previous meetings about this project? Yes No If yes, date: _____

Meeting Details

Requested Meeting Date (must be a Tuesday): _____

Backup Meeting Date (must be a Tuesday): _____



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Contact Information

Name: _____ Role (i.e. developer, agent, etc): _____

Company Name: _____

Address: _____

Phone Number: _____ Email: _____

Additional Contact Information

Name: _____ Role (i.e. engineer, architect, etc): _____

Company Name: _____

Address: _____

Phone Number: _____ Email: _____

By submitting this request form, the applicant understands that the pre-application meeting is for informational purposes and any preliminary analysis provided by staff during this meeting does not constitute a formal review of the project, imply subsequent approval, nor preclude future comments. It is the responsibility of the applicant to read and comply with all applicable ordinances and requirements in effect on the submittal date.

Staff Use Only

Date Received: _____ By: _____

Meeting Date: _____ Meeting Time: _____

Staff to Attend: _____