



## Pre-Development Meeting Information

**WHAT:** 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 Galveston. To accomplish this, the City offers a free service called Pre-Development Meetings. A Pre-Development Meeting is strongly recommended prior to submittal of any development or permit application for any of the following projects:

- Construction of new multi-family, commercial, industrial, or institutional developments;
- Expansion of existing multi-family, commercial, industrial, or institutional buildings;
- New Subdivision Plat or re-platting;
- Rezoning, Planned Unit Development, or Specific Use Permit application;
- Change of Land Use/Certificate of Occupancy; or
- Significant exterior remodeling and/or site work on commercial or industrial properties.

Please note that Pre-Development meetings are not recommended for single-family construction on a single lot.

At the meeting, you will be provided general information regarding the City of Galveston's development process, contact information, applicable codes, applications, and fees. The staff members participating will review the project and provide preliminary comments.

It is suggested that you provide a draft concept plan with as much detail as possible to in advance of the meeting. However, the meeting is not considered a submittal of an application or permit. Development and permit applications should be submitted to the City of Galveston after your Pre-Development meeting.

**WHO:** Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc). Representatives of the Planning and Development Division, Building Division, Public Works/Engineering Department, and Fire Marshal's Office attend the meeting. Other City of Galveston staff members may attend if needed.

**WHEN:** At this time, Pre-Development meetings take place via video conference every other Wednesday at 9:00, 10:00, and 11:00am. The Pre-Development meetings are scheduled for one hour. Meeting times are assigned in the order the requests are received, beginning at 9:00 am until 11:00 am. To schedule a meeting, please complete the attached form and send to [planning@galvestonTX.gov](mailto:planning@galvestonTX.gov). ***Please note that all meetings are recorded.***

**HOW:** To schedule a meeting, please complete the attached form, attach the draft concept plan, and send to [planning@galvestonTX.gov](mailto:planning@galvestonTX.gov). For more information, please contact us at (409)797-3660.





# City of Galveston

PLANNING DIVISION  
3015 Market | Galveston, TX 77550  
409-797-3660 | [planning@galvestonTX.gov](mailto:planning@galvestonTX.gov)

## PRE-DEVELOPMENT MEETING REQUEST FORM

### I. CONTACT INFORMATION

\_\_\_\_\_  
Name, Company/Firm Telephone

\_\_\_\_\_  
Mailing Address E-Mail Address

Number of Persons Attending \_\_\_\_\_

### II. PROPERTY INFORMATION

\_\_\_\_\_  
Street Address/Location

\_\_\_\_\_  
Past or Present Use of Property (if applicable)

Have there been previous meetings on this property?  No  Yes. If Yes, Date: \_\_\_\_\_  
Has the property recently received a zoning letter?  No  Yes. If Yes, Date: \_\_\_\_\_

### III. SUMMARY OF PROPOSED PROJECT

**ANY PERTINENT INFORMATION TO ILLUSTRATE PROPOSED PROJECT SHOULD ALSO BE ATTACHED.**

### IV. ATTACHMENTS (Check all applicable):

Survey/Site Plan     Floor Plan     Construction Drawings     Conceptual Drawings     Other  
'Other' Details:

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#### Following information to be completed by the City of Galveston

Received: \_\_\_\_\_  
Department Staff Signature Date

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

