



DEVELOPMENT REVIEW COMMITTEE (DRC) PRE-APPLICATION MEETING FORM

Prior to applying for a site plan, rezoning, or plat, applicants are encouraged to meet with the DRC to discuss the property and the proposed project and learn about the City of Heath's development review process to establish the most efficient path the project to follow. The DRC includes staff from Community Development, Public Works, Capital Improvement Programs, and Public Safety. The Pre-Application Meeting and results do not constitute a permit, or the first permit in a series of permits. The applicant is not requesting vesting at the Pre-Application Meeting, and the City of Heath is not granting it.

Upon receipt of a complete Pre-Application Meeting Form and the required items, the staff will schedule a meeting with the DRC. The first Pre-Application Meeting is free. Each subsequent DRC Pre-Application Meeting is \$300. Send complete forms and required items to **Aaron Adel, Director of Planning, at aadel@heathtx.com**

NOTE: INCOMPLETE APPLICATIONS will be rejected, and the applicant will be asked to provide additional information before a meeting can be scheduled.

APPLICATION DATE: _____

PROJECT NAME: _____

PROJECT ADDRESS OR CAD ID NO.: _____ ☐ Rockwall County ☐ Kaufmann County

CURRENT PROPERTY USE: _____

PROPOSED PROPERTY USE: _____

PROJECT DESCRIPTION:

☐ Residential ☐ Commercial ☐ ETJ? ☐ Towne Center? ☐ First DRC Meeting ☐ 2nd or Subsequent DRC Meeting

APPLICANT:

PROPERTY OWNER:

Contact Name: _____

Mailing Address: _____

Contact Phone #: _____

Contact Email: _____

BEFORE THE MEETING, PLEASE REVIEW THE FOLLOWING FOR THE PROPERTY:

- **City maps** (www.heathtx.com > Doing Business > City of Heath Maps)
- **Zoning Regulations** (www.heathtx.com > Doing Business > Construction and Planning Documents)
- **Subdivision Regulations** (www.heathtx.com > Doing Business > Construction and Planning Documents)
- **Engineering Standards of Design, Parking Ordinance, Lighting Ordinance, Fence Ordinance, Towne Centre Overlay District Ordinance and Application Forms** (www.heathtx.com > Doing Business > Construction and Planning Documents)
- **Application Submittal Calendars** (www.heathtx.com > Departments > Community Development)

SUBMITTAL REQUIREMENTS: For the application to be complete, include these required items:

- ☐ Complete Form (2 pages)
- ☐ Fee for 2nd and Subsequent Meetings
- ☐ PDF Aerial Photo of Location (available from Rockwall CAD and Kaufman CAD websites) _____
- ☐ PDF Scaled Site Plan

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For DRC meetings to be most effective, please also include any of the following that pertain to the project:

- ☐ PDF Building elevations
- ☐ PDF Landscape plan
- ☐ Parking calculations for commercial uses
- ☐ PDF draft Planned Development document with Concept Plan
- ☐ Description of the water utility, sewer utility, drainage/detention, and paving needs

ATTENDEES:

Please invite your team to the meeting including owners, developer, architect, engineer, landscape architect, lighting engineer, contractor, etc.

Name	Relationship to Project	Email	Phone Number

DISCUSSION TOPICS:

Include a thorough list of topics you want to discuss and check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Current Zoning Regulations | <input type="checkbox"/> Proposed Zoning Regulations |
| <input type="checkbox"/> Platting Requirements (Preliminary, Final, Short Form, etc.) | <input type="checkbox"/> Parking Requirements |
| <input type="checkbox"/> Fencing / Screening | <input type="checkbox"/> Tree Preservation & Landscaping |
| <input type="checkbox"/> Easements and Dedications | <input type="checkbox"/> Parkland Dedication and Fee in Lieu |
| <input type="checkbox"/> Street Standards | <input type="checkbox"/> Trails and Sidewalks |
| <input type="checkbox"/> Traffic Impact Analysis | <input type="checkbox"/> Drainage Study / Detention Requirements / Floodplain |
| <input type="checkbox"/> Water connection/capacity/fire flow | <input type="checkbox"/> Impact Fees |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Outdoor Lighting/Dark Sky Ordinance |
| <input type="checkbox"/> Towne Center Overlay Design Standards | <input type="checkbox"/> Application Submittal Calendars and Meeting Schedules |
| <input type="checkbox"/> Fire Marshal Requirements: hydrants, fire lanes, turn radii, sprinklers, and alarms, hazardous materials | |