CITY OF
AMARILLO®
DEVELOPMENT SERVICES

REQUESTED MEETING LENGTH:
☐ 30 minutes
☐ 1 hour

PRE-APPLICATION CONFERENCE REQUEST

MINIMUM SUBMITTAL REQUIREMENTS:
☐ Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
☐ Site plan showing the project's location and the proposed development
☐ Description of project

Applicant:_____

Firm Name (if applicable): _____

Primary Contact Name: _____

Telephone: (____)_____ Email:_____

Secondary Contact Name: _____

Telephone: (____)_____ Email:_____

Location of Project (Vicinity): _____
Jurisdiction: ☐City Limits☐ ETJ; County:_____ Total Acreage: _____ Total No. of Lots: ____
Legal Description: _____
Tax I.D. No.: _____
Land Use: (Existing) _____ (Proposed) _____
Zoning: (Existing) _____ (Proposed) _____

Questions Regarding Requirements For:

☐ Annexation   ☐ Platting   ☐ Zoning   ☐ Vacation of Public Rights-Of-Ways   ☐ Paving Plans
☐ Drainage   ☐ Utility Service   ☐ Certificates of Occupancy   ☐ Site Plan   ☐ Building Permits
☐ Current Codes ☐ Landscaping ☐ Parking ☐ Signage ☐ Setbacks ☐ Easements (On/Off-site)
Other: _____
_____
_____
_____

MEETING TIME AND DATE:

City of Amarillo staff are available every Tuesday from 10 AM to 12 PM in Room 208 of the Simms Building (808 S Buchanan St.). Applicants may request 30 minutes or an hour for each project site. If you are wishing to discuss multiple projects, please fill out an application for each project site. Complex projects may require more than 30 minutes. Please be aware that Pre-Application Conferences are first come, first serve. The deadline for submitting an application for a given Tuesday's PAC meeting is the Wednesday prior and staff will confirm date and time with the applicant by the Thursday prior.

*The City of Amarillo asks that you please provide any available information including: Conceptual Site Plans, Aerial Photos, A General Sketch of Proposal, ETC. to Staff prior to the Pre-application Conference for distribution to City Departments. Any information provided will help City Staff to better prepare for the Pre-application Conference.

PRE-APPLICATION CONFERENCE

Please describe your project below:

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Please note that these comments are preliminary. The City of Amarillo is providing this information as a public service. The information shown is for information purposes only. Additional comments from City Departments and other entities may be made at the time of review.

INTERNAL PRE-APPLICATION CONFERENCE NOTES

Building Safety:

Engineering:

Environmental Health:

Fire Marshal's Office:

Parks:

INTERNAL PRE-APPLICATION CONFERENCE NOTES

Planning:

Traffic Engineering:

Utilities Division:

TXDOT Representative:

Other: