

**REQUESTED MEETING LENGTH & PLACE:**

- ☐ 30 minutes      ☐ In-person  
☐ 1 hour          ☐ Virtual (Zoom/Teams)

**PRE-APPLICATION CONFERENCE (PAC) REQUEST FORM****MINIMUM SUBMITTAL REQUIREMENTS:**

- ☐ PAC Request form provided by City of Amarillo completed in full. This form must be used and may not be adjusted or altered. Please attach pages if additional information is provided. Requests can be submitted by emailing it to [development@amarillo.gov](mailto:development@amarillo.gov)  
☐ Site plan showing the project's location and the proposed development  
☐ Description of project

**Contact:** \_\_\_\_\_  
Firm Name (if applicable): \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Secondary Contact Name: \_\_\_\_\_

**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)

**Current Conditions:**

Square footage \_\_\_\_\_ Building Height \_\_\_\_\_  
Type of Building Construction \_\_\_\_\_  
Existing Fire Alarm/Suppression System \_\_\_\_\_  
Other \_\_\_\_\_

**MEETING TIME AND DATE:**

City of Amarillo staff are available every Tuesday 10am to 12pm via video conference or in-person. Customers may request 30 minutes or an hour for each project site. If you are wishing to discuss multiple projects, please fill out a form for each project site. Complex projects may require more than 30 minutes. Please be aware that Pre-Application Conferences are first come, first serve and requests are due the Wednesday prior.

Once the request has been received, staff will confirm the date and time of the meeting and provide you with the video conference information and link, if necessary.

\*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.

