



Pre-submittal Meeting Request

Instructions: Visit the [Round Rock Permit Portal](#) to submit your pre-submittal meeting request and upload this completed form with your application. Questions may be directed to PDS intake staff at PDSIntake@roundrocktexas.gov. The pre-submittal meeting is required before staff will accept any development application.

1) Requested meeting date(s) or day(s) of the week: _____
Requested meeting time(s): Morning or Afternoon

2) Project Address: _____
Parcel ID/R No(s). from County Appraisal District: _____

3) Current land use: _____
Check one: Undeveloped/Vacant Developed & to be Redeveloped To be Demolished

4) Proposed land use (if residential, note specific type): _____
Current zoning: Commercial Residential Industrial PUD # _____ Unzoned
Approximate square feet of improvements or number of residential lots/units: _____

5) Is a rezoning required for proposed use(s)? Yes No Don't Know
6) Is the property subdivided/platted? Yes No Don't Know
Is a plat or modification to an existing plat required? Yes No Don't Know

7) Please list specific questions or concerns you would like discussed with City staff:

8) Contact Name: _____
Contact Role (e.g. owner, agent, developer): _____
Contact Phone: _____ Contact Email: _____
Project Owner if not attending the requested meeting:
Name: _____ Phone/Email: _____
Address: _____

The pre-submittal meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications, comments may be issued on items that were not discussed at the meeting. The date of the meeting shall not be construed as the submittal date for an application.