



## Pre-Development Checklist

Applicants may wish to discuss the following during the meeting.

### Site Requirements

#### (Unified Development Code):

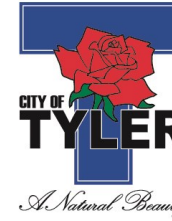
- Location
- Platting (Art. IV, Div. A-E)
- Zoning (10-20 to 10-33)
- Setbacks (10-23 to 10-34)
- Use (10-48, 10-49)
- Utility easements (10-510)
- Signage (10-400)
- Parking (10-360)
- Parking Space Design (10-357, 10-358)
- Drive-Through Stacking (10-389)
- Driveway access (10-211)
- Bufferyards (Art. VI, Div. B)
- Screening (Art. VI, Div. D)
- Annexation (Art. XII, Div. A)
- Traffic Impact Analysis (Art. V, Div. G)

#### Environmental (Unified Development Code)

- Environmental impacts (Art. VII)
- LID alternative (10-490)
- Landscaping (10-295)
- Parking Lot Landscaping (10-299)
- Tree preservation (10-301)
- Clearing and grading (10-527)

#### Fire

- Sprinkler/alarm (Fire Code 6-122)
- Hydrants (UDC 10-502)
- Fire access (Fire Code 6-122)
- Fire lanes (Fire Code 6-122)
- Aerial apparatus access (Fire Code 6-122)
- Security gates (UDC Art. IV, Div. C)
- Addressing



## CITY CONTACTS

Permit Center  
(903) 531-1151  
*Option 3*

Engineering Plan Review  
(903) 531-1171  
*Option 4*

Fire  
(903) 531-0005

Planning  
(903) 531-1175  
*Option 5*

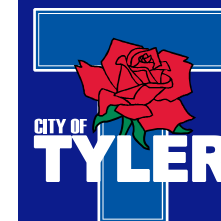
Traffic Engineering  
(903) 531-1201

Tyler Water Utilities  
(903) 531-1238

Tyler Development Center  
423 W. Ferguson Street



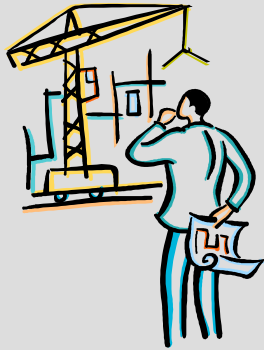
## Pre-Development Meeting



*A Natural Beauty*

## What is a Pre-Development Meeting?

- A Pre-Development Meeting (PDM) is an optional meeting between an applicant and representatives of appropriate City departments prior to the submission of a detailed application for a building or other development permit.
- These meetings are an opportunity for applicants to outline their development plans and to show any preliminary concept drawings.



## Why should I participate in a Pre-Development Meeting?

- Pre-Development Meetings are highly recommended as they identify early on in the process any potential obstacles with proposed projects.

## Which departments will be present?

The following departments may review plans and attend meetings:

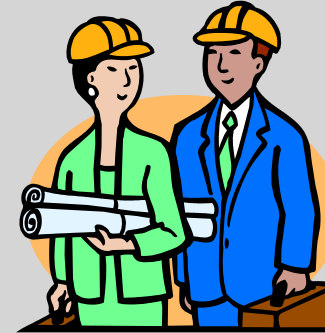
- Building Services
- Engineering Plan Review
- Planning
- Fire
- Traffic Engineering
- Water Utilities

## How do I schedule a Pre-Development Meeting?

- Applicants may submit requests in person or email ([permittechs@tylertexas.com](mailto:permittechs@tylertexas.com)).
- We encourage applicants to submit their request at least five business days prior to your preferred meeting date.
- Meetings are scheduled on Tuesdays, Wednesdays and Thursdays.

## Who should I bring to the meeting?

- Feel free to invite your architect, engineer, planner and/or other consultants.



## What occurs at a Pre-Development Meeting?

- City staff will explain the process, codes, ordinances, and requirements that may be applicable to the proposed development.
- Staff will answer any relevant questions the applicant may have.
- Department representatives will assist applicants early in the process in the interest of time, money and energy.
- Staff will not perform a review for compliance nor are they able to design a project.

## How long are the meetings?

- Meetings are generally scheduled in 30 or 45 minute blocks.
- Due to the preliminary nature of the meeting, these time allotments are usually sufficient to discuss the proposed project.



## What is the cost to schedule a Pre-Development Meeting?

- Pre-Development Meetings are free of charge for sites under one acre.
- Sites one acre and larger will require a fee of \$100 to be submitted with the application form.

