Pre-Development Meeting 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
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).
- 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.