



PRE-APPLICATION MEETING REQUEST (aka Pre-Development Meeting)

A pre-application meeting is intended to allow for exchange of non-binding information between a property owner/developer and city staff to ensure the property owner/developer is informed of pertinent development regulations and processes. There is no cost for the first meeting however, additional meetings will incur fees in accordance with the [City's adopted Fee Schedule](#) rate for pre-development meetings. Pre-application meetings are scheduled in one hour increments and attended by the city's planning and engineering staff. Lake Travis Fire Rescue (LTFR) may attend if requested. Meeting requests should be submitted as soon as possible; requests are processed in the order in which they are received, and available time slots fill quickly.

GENERAL INFORMATION

Contact Name: _____
Contact Phone #: _____
Contact Email: _____
Affiliation Property Owner Developer Prospective Buyer
 Other, please explain: _____
Meeting Request via Zoom In person (at Bee Cave City Hall)
Request for LTFR Yes No
Attendance Note: LTFR attendance request may result in a longer lead time for scheduling
Project Name: _____
Project Location: _____
TCAD ID(s) of _____
Subject Parcels: _____

REQUIRED ITEMS FOR PRE-APPLICATION MEETING

The following items are required for scheduling a pre-application meeting. These items should be combined in the order listed to form one (1) PDF document. Please flatten PDF before submittal.

- Completed and signed Pre-Application Meeting Request Form
- List of all people attending the meeting and their responsibilities in the development
- List of questions and topics to be discussed at the meeting
- Site location map, tax map, or written description indicating the location of the proposed project
- Written description of the proposed project
- Sketch plan or other graphic information to depict the proposed project

PRE-APPLICATION MEETING PROCESS

The process for a Pre-Application Meeting involves the following steps:

1. **Meeting Request.** Submit a complete signed meeting request form and all required documents via email to thatfield@beecavetexas.gov with the subject line "Pre-Application Meeting Request."



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2. **Scheduling of Meeting.** City staff will review the form and documents to ensure all required information has been submitted and respond within five business days with available meeting dates and times.
3. **Review City Development Codes.** It is strongly recommended that meeting attendees review the City's [Unified Development Code](#) prior to the meeting to familiarize themselves with the City's development regulations.
4. **Pre-Application Meeting.** Meetings may be held via Zoom or in-person, as requested.
5. **After Meeting.** City staff does not provide meeting minutes but will review meeting minutes provided by others for verification and clarification. Follow-up questions may be emailed to the appropriate staff member.

READ AND SIGN BELOW

I, the undersigned, request a pre-application meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute City review for the purposes of approval or permit issuance. Upon submittal of the appropriate application(s) additional comments from City staff should be expected in addition to those that may be discussed in this meeting.

Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of permits or projects, as defined by 245.001 et Seq. of the Texas Local Government Code, for this proposed project. Applications and plans shall be prepared in accordance with the City of Bee Cave Code of Ordinances, as well as any international, federal, state, or local state codes incorporated or referenced therein.

Name (Print)

Signature

Date