



PRE-DESIGN SUBMITTAL CHECKLIST

This manual is also available on our website: www.thecolonytx.gov

Note: This manual is not all-inclusive and other reviews, processes and/or fees may apply.

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for development review and are generally what is needed to facilitate the review.

The purpose of the pre-design conference is to allow the applicant and staff the opportunity to review and discuss a proposed development, to make a determination of what information and studies may be required to be submitted, and to receive or exchange any other information or take any other action necessary to facilitate processing a future application. Additionally, a pre-design conference also provides an opportunity to identify issues, problems or constraints associated with a particular parcel of land.

Application Requirements:

The following items or information must be submitted along with this application:

- Plan:** Fourteen (14) copies of site plan (if applicable) for the property. These copies should be 18" X 24" and individually folded with drawing side out.
- Map:** Location map clearly showing the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- Fee:** Fee paid as described in the Development Services Fee Schedule (This fee is credited toward future fees).

Additional Information:

The ability of staff to prepare useful comments depends on the level of detailed information provided in the application.

- Description:** Written proposal for the project and/or site plan. Describe in as much detail as possible the current and proposed uses/activities.
- Questions:** Specific questions (if any) regarding a proposed site plan or development or regarding issues associated with the purchase of a specific property. (Attach separate sheets as necessary.)

Development Services Department

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