



RICHMOND
EST. **TEXAS** 1837

PRE-APPLICATION CONFERENCE REQUEST FORM

Planning Department | 600 Morton Street • Richmond, Texas 77469
Phone 281-232-6871 • Fax 281-238-1215

Pre-application conference provides a valuable opportunity to discuss your project with various City of Richmond department representatives.

Pre-application Conference Timings

Every Tuesday: 9:00 a.m., 10:00 a.m., and 11:00 a.m.

Virtual Meeting via Zoom

To reserve your meeting time, please return completed form with Preliminary site plan; a copy of the survey, and/or other relevant attachments:

- **In Person:** Planning Department | 600 Morton Street, Richmond, Texas 77469
- **Email:** planning@richmondtx.gov

Project Description:			
Location: (Address/ Nearest Intersection)			
Contact Person:			
Property Owner:			
Email:			
Phone:			
Attachment Provided:	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Survey	<input type="checkbox"/> Other
Requested Date & Time: (Only Tuesdays available)	1 st Choice:		
	2 nd Choice:		
	3 rd Choice:		
<i>Applications must be submitted a minimum of 7 days prior to the requested meeting date.</i>			

VESTING DISCLAIMER

I understand and agree that a pre-application conference is voluntary and intended to be an informational session only and does not substitute for my own diligence in determining all requirements that may apply to my development. No representation made during a pre-application conference can modify the regulations that apply to my project. Furthermore, I agree that this request and everything that occurs during the pre-application conference, including but without limitation any questions asked or answers given, shall not constitute a formal application for purposes of vesting under the Texas Vesting Statute.

Property Owner/Agent Signature

Date