

PRE-SUBMITTAL APPLICATION

Applicant

Owner

Developer

Architect

Civil Engineer

Name:		Name:	
Company:		Company	
Address:		Address:	
City:		City:	
State:	Zip Code:	State:	Zip Code:
Phone:		Phone:	
Fax:		Fax:	
Email Address:		Email Address:	

Property Location:

Subdivision:

Lot:

Block:

Please provide a brief description of the proposed request and submit a map identifying the exact location of the subject property:

- 1) Applications may be submitted on any working day from 8 AM to 5 PM at the Planning Department front desk located on the second floor of the Main Street Municipal Building, 800 Main Street, Garland, Texas 75040. Applications can also be emailed to planningpresubmittal@garlandtx.gov. If you have questions, please contact the Planning Department at 972-205-2445.
- 2) Discussions regarding incentives, tax abatements, etc., are not part of these meetings. These inquiries should be directed to the City of Garland, Economic Development Department at (972) 205-3800.
- 3) A staff member will contact you to determine if a Pre-Submittal meeting is needed. Pre-Submittal meetings are held between 1:30 and 4 PM every Tuesday and Thursday. This meeting is scheduled to facilitate the development process by providing you with the applicable development requirements and discussing issues associated with your proposed project.
- 4) For the meeting to be most effective and to better serve you, please submit all relevant development documents such as site plans, plat, photographs, as well as a written description of proposed development along with your Pre-Submittal Application.
- 5) Pre-Submittal meetings are conducted remotely via Zoom. In-person meetings by request only.
- 6) The applicant or representative must notify planning staff of a cancellation a minimum of 48 hours before the scheduled Pre-Submittal meeting. A Pre-Submittal meeting will be cancelled if an applicant is more than 15 minutes late.