

LA MARQUE

EST 1953

Pre-Development Meeting Request Application

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of La Marque. To accomplish this, the city offers a free service called Pre-Development Meetings.

The Pre-Development Meeting is intended to allow for exchange of non-binding information between the Applicant and City Staff to ensure that the Applicant is informed of pertinent development regulations and processes.

A Pre-Development Meeting is strongly recommended prior to submittal of any development or permit application for any of the following projects:

- Construction of new multi-family, commercial, industrial, or institutional developments.
- Expansion of existing multi-family, commercial, industrial, or institutional buildings.
- New Subdivision Plat or re-platting.
- Rezoning, Planned Unit Development, or Specific Use Permit application.
- Change of Land Use or significant exterior remodeling and/or site work on commercial or industrial properties.
- Please note that Pre-Development meetings are not recommended for single-family construction on a single lot.

At the meeting, you will be provided general information regarding the City of La Marque's development process, contact information, applicable codes, applications, and fees. The staff members participating will review the project and provide preliminary comments. It is suggested that you provide a draft concept plan with as much detail as possible to in advance of the meeting. However, the meeting is not considered a submittal of an application or permit.

Development and permit applications should be submitted in person or by email to permits@cityoflamarque.org after your pre-development meeting. We recommend that any person associated with a development proposal should attend the meeting (property owner, business owner/manager, design professionals, etc.). Our pre-development team will have a representative of the Development Services Department, our Civil Engineer, our Public Works Director, the Economic Development Director, and our Fire Marshal attend the meeting to provide information and answer any questions you have.

Pre-Development meetings are in-person or if requested a video conference may be arranged by our development staff with 7 days advance notice. Our team meets every Wednesday at 1:00, 2:00, and 3:00pm. The Pre-Development meetings are scheduled for one hour. Meeting times are assigned in the order the requests are received.

To schedule a meeting, please complete the attached form and email to k.vanstavern@cityoflamarque.org.

Kathleen Van Stavern
Director of Development Services

La Marque Development Services
1130 1st Street
La Marque, Texas 77568
(409) 938-9204

Alex Getty
Economic Development
Executive Director

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General Information

- Project Name: _____
- Applicant's Name: _____
- Phone: _____ Email Address: _____
- What is your affiliation with the project? Property Owner Developer Prospective Buyer
Other, please explain: _____
- Please indicate the primary purpose for the meeting: Due Diligence/Fact Finding Project Feasibility Project Design Requirements Other
If other, please explain: _____
- Please indicate the total number of people you expect to attend the meeting: _____
- Are you familiar with the development process in La Marque? Yes No
- Have you spoken with City Staff about this project? Yes No
If yes, name of person with whom you spoke: _____
- Have there been previous City meetings on this project? Yes No
If yes, date: _____
- Is this an active project that has prior approvals? Yes No
If yes, project name: _____

Project Details

Click this link [Chapter 71 - ZONING | Code of Ordinances | La Marque, TX | Municode Library](#) to see the city Zoning Regulations

- **Project Type:** Commercial Multi-Family Residential RV Park Manufactured Home
Rental Community Industrial
- If the project is Multi-Family Residential, please indicate the approximate number of new lots or dwelling units: _____
- If the project is Commercial, indicate if any of the following are proposed. Retail Center Gas Station School Day Care Restaurant Other: _____
- Please provide a detailed description of the proposed project:

Property Information

Click this "Interactive Map" [Galveston County GIS Portal \(arcgis.com\)](#) to answer the questions below:

- Street Address/Location/Parcel/GCAD# _____
- Approximate Acreage: _____
- Past or Present Use of Property (if applicable): _____

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Flood Plain Details

Click this "Interactive Map" [Floodplain Map \(Effective 8/15/19\) \(arcgis.com\)](#) to answer the question below:

- What Flood Zone is the property? (Check all that apply) X X500 A AO AE V VE

Drainage Details

Click this "Interactive Map" [Galveston County GIS Portal \(arcgis.com\)](#) to answer the questions below:

- What is the Drainage District for the property? Drainage District #1 Drainage District #2
- Have you spoken with the Drainage Authority regarding your project? Yes No
- Do you propose to outfall drainage to a City-Maintained Road?

Civil Details

- Do you have preliminary site plans or concept drawings prepared? Yes No
- Do you have a survey? Yes No

If you answered yes to any of the above, please attach a hard copy and submit a digital file for each document referenced.

- Are you proposing to build a new building(s)? Yes No (SQ. FT) _____
- Will you expand or alter an existing building(s)? Yes No
- Demolish any buildings? Yes No

Water & Sewer Utility Details

- Do you propose connecting this project to City or MUD Service? Yes No
If yes, which MUD: _____ Sewer Water **Both:** Water & Sewer
- Please list any specific questions or topics you anticipate discussing:

Fire Protection Details

- Will there be hazardous materials stored? Yes No
- Will high pile storage exist? Yes No

Submittal Materials

Any pertinent information to illustrate proposed project should also be attached.

Following information to be completed by the City of La Marque

Department Staff Signature: _____ Received: _____
Meeting Date: _____ Time: _____