



**PRE-DEVELOPMENT MEETING
GUIDELINES AND APPLICATION**

How to Schedule a Meeting

Thank you for your interest in the City of Wolfforth! A pre-development meeting with the City's Development Services team will help you become familiar with our processes, discuss the property, and understand possible issues in order to keep you moving forward on the most efficient timeline.

Our Pre-Development Consultation team is typically comprised of the following departments, who may be present at the meeting:

- Planning
- Engineering
- Fire Marshal
- Public Works
- Building Safety

Please note that additional meetings may be necessary to discuss in depth Planning, Engineering, Fire Marshal, or Building Code issues, and can be scheduled separately through the individual departments.

The application deadline for your request is Tuesday, the week before your requested meeting date.

Pre-development meetings are scheduled on a first-come, first-serve basis. These meetings are held on Thursday afternoons with available time from:

- 1:00-2:00 p.m.
- 2:00-3:00 p.m.

Only two meetings will be scheduled each week, additional meeting requests will be pushed to the following week.

Submittal Requirements

- List of people who will attend the meeting and their responsibilities in the development
- Completed application including written description of the project
- Proposed conceptual site plan, sketch or other graphic information to depict the proposed project
- A list of questions for City staff

Meetings will not be scheduled if the submittal package is not complete. To schedule a meeting, please email the submittal package to Terri Robinette, Director of Planning and Community Development at trobinette@wolfforthtx.us

Prior to requesting a pre-development meeting, review the following links.

[Chapter 10 Subdivisions - Code of Ordinances](#)

[City of Wolfforth Zoning Ordinance](#)

[Building Permit and Inspection Webpage](#)

[Wolfforth Minimum Design Standards and Specifications](#)



Pre-Development Meeting Application

Applicant _____

Address _____

Contact Information: Phone: _____ E-mail: _____

Proposed Development: _____

Address of the Property: _____

Area of the Parcel: _____

Description of Use: _____

Existing Zoning: _____ Requested Zoning: _____

Proposed area of Non-Residential Building: _____

Proposed Number of Residential Units: _____

Water and Sewer Requirements: _____

The meetings are an hour long and are scheduled on Thursday afternoons. Available times are 1:00-2:00 p.m. and 2:00-3:00 p.m. Meetings are scheduled on a first-come, first-served basis and your preferred meeting time may not be available.

Preferred Meeting Date and Time:

Secondary Meeting Date and Time:

Date: _____

Date: _____

Time: _____

Time: _____

Signature of the Applicant: _____

Today's Date: _____

Please submit your complete application and supporting documentation to trobINETTE@wolfforthtx.us

Attach the site plan, supporting documentation, and graphics to assist in a comprehensive review.