



## City of Navasota Development Pre- Application Meeting

- All Applicants are required to schedule a Pre-Application Meeting with the City of Navasota prior to any formal application submittal.
- All materials the applicant intends to provide and utilize at the Pre-Application meeting including a site plan, if applicable, are to be transmitted electronically to the City of Navasota Community Development Department, Director, prior to the Pre-Application Meeting.

### MEETING AGENDA

1. City Staff will introduce City Representatives present
2. Applicant spokesperson will introduce Applicant representatives present
3. Applicant will introduce the proposed Project providing a preliminary overview including but not limited to the following, as applicable:
  - Proposed site – use, limits of project site
  - Tax Parcel makeup of site, including acreages
  - Any existing easements, drainage features, or limiting encumbrances
  - Site access points and related traffic considerations
  - General Description of site use / improvement including but not limited to:
    - building size
    - building materials / aesthetics
    - site parking provisions
    - site drainage provisions
    - landscaping and screening features
    - pavement types
    - customer access, employee access, material delivery/shipping access (include anticipated traffic impact to area)
  - General Project time-table
4. City Staff, will review the applicable Development Review Process including:
  - Review Schedule
  - Application and Required Documents and Required Document Check Lists.