



CITY OF LAREDO

PLANNING & ZONING DEPARTMENT

BUILDING DEVELOPMENT SERVICES

1413 Houston St., Laredo, TX 78040

Phone: 956.794.1625

bldgcomm@ci.laredo.tx.us

PRE-DEVELOPMENT MEETING

The City of Laredo has established a PRE-DEVELOPMENT meeting with all departments involved in the development process in order to provide cursory feedback on a proposed development. The goal of these meetings is to meet early on with developers and business owners and introduce them to all local development regulations. These meetings provide an opportunity for the developer to discuss their proposal with city staff and incorporate their feedback to make the permit application process as smooth as possible. **This is not an official project review but a courtesy review with generalized answers.**

Schedule

Pre-development meetings are scheduled Every 1st and 3rd Tuesday of the month. Each meeting is about 1 hour but may last up to 2 hours depending on the complexity of the project.

Requesting a Pre-Development Meeting

A Pre-Development meeting can be scheduled by completing the meeting request form with a **Non-Refundable Fee** of \$200.00 for payment online go to <https://lare-egov.aspgov.com/Click2GovBP/index.html>.

Instructions

To enable us to prepare accurate information and provide reliable service, complete and submit the following Pre-Development Meeting Request. A meeting will be schedule once all required items are submitted. Please note, it is recommended that your design professional(s) attend.

Pre-Development Meeting comments are valid for six (6) months. A new Pre-Development Meeting or approved waiver will be required after six (6) months.

Please review the City ordinances applicable to your project before the meeting. City ordinances, Maps-Guides, etc. are available online, and you can view the Planning & Zoning and Building Development Services web page at cityoflaredo.com.

Questions?

Please Contact us at (956) 794-1625 opt 3 or email us for more information.

Email application to: bldgcomm@ci.laredo.tx.us



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Pre-Development Meeting Request Form

Contact Information

Date: _____

First Name: _____ Last Name: _____

Phone Number: _____ Cell # _____

Email: _____

Property Owner's Name:

Project Name:

Project Address (or General Location) *

Project Description*

Parcel Tax ID # (ex. R036097) *

Look at the parcel Tax IDs



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List of Attendees

Name: _____ Role*: _____

Name: _____ Role*: _____

Name: _____ Role*: _____

Name: _____ Role*: _____

Name: _____ Role*: _____

Name: _____ Role*: _____

Name: _____ Role*: _____

Name: _____ Role*: _____

Is your Legal Counsel/Attorney Going to attend? *

Yes

No

*Please be advised that the City Attorney must be present on all meetings where the Applicant's Legal Representative will attend.



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Discussion Topics

1. PLEASE CHECK ANY TOPICS THAT YOU WISH TO DISCUSS AT THE MEETING

The following are general discussion topics. Please check any topics that apply from each category, or select (None) if none apply.

If you have other topic questions or comments, please use the comment box below.

2. Planning - Zoning*

1. (None)
2. City Limits or ETJ
3. Current Zoning Regulation
4. Building Setbacks, Height, and Lot Size Requirements
5. Major Corridor Standards
6. Architectural Design Standards
7. Parking Requirements
8. Screening Requirements

3. Planning - Subdivision*

1. (None)
2. Plat
3. Vacation Procedure
4. Addressing



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4. Transportation*

1. (None)
2. Master Roadway Plan
3. Driveway locations
4. Parking and Loading Design Requirements
5. Sidewalks
6. Traffic Impact Analysis (TIA)
7. Access Easements
8. Ingress and Egress

5. Engineering / Public Works*

1. (None)
2. Detention / Water Quality Requirements
3. Drainage Study Requirements
4. FEMA Flood Plain
5. Water and Sewer Infrastructure
6. Easements
7. Verifying Existing Lines and Size Taps/Meters



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6. Fire*

1. (None)
2. Fire Access
3. Lanes / Turning Radii
4. Hydrants / Hose lengths
5. Sprinkler and Alarms

7. Industrial Pre-Treatment*

1. (None)
2. Back flow Prevention Assemblies (BPA)
3. Pre-Treatment requirements
4. Other

8. Landscape*

1. (None)
2. Tree Preservation / Mitigation / Survey
3. Landscape Requirements
4. Buffer Yard Requirements
5. Development Fee
6. Parkland Fee in Lieu



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9. Building Code*

1. (None)
2. Occupancy Class
3. Exit Requirements
4. Signage

10. Other Comments or Questions

11. Preferred Meeting Dates & Times

Pre-Development Meetings are scheduled every 1st & 3rd Tuesday of the month, only and each meeting is limited to 1 Hour or up to 2 Hours. Please list all available dates and times within the next 30 days. Back-to-back meetings cannot be scheduled.

Attachments

Required Items for Pre-Development Meeting

Please submit (1) a location map for the proposed project, and (2) a conceptual site plan, sketch, or other graphic information depicting the proposed project layout.



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Signature

" I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute City review for the purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential utility, drainage, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.

Upon submittal of the appropriate application(s), additional comments from City staff should be expected in addition to those that were discussed in this meeting.

Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of permits or projects, as defined by 245.001 et Seq. of the Texas Local Government Code, for this proposed project. Plans shall be prepared in accordance with the City of Laredo Code of Ordinances, as well as any international, federal, State or local codes incorporated or referenced therein. "

Signature*

Date*

After submitting this form, you will be contacted by Building Development Services with an appointed meeting date and time.