



OFFICE USE ONLY

Date Received

Meeting Date

Staff Initials

PRE-DEVELOPMENT MEETING REQUEST FORM

- For the meeting to be most effective, please provide as much information as possible. **Include any additional information available for staff review (maps, plans, etc.)**
- Meetings are held on Tuesdays (as needed) unless otherwise noted. Meetings are scheduled as completed forms and supporting documents are submitted. The form must be submitted no later than noon the Friday **before** a scheduled meeting.
- Return completed form to Kelly Susekov by email: ksusekov@conversetx.net or deliver to 406 S. Seguin, Converse, TX 78109

I. APPLICANT INFORMATION

Applicant Name

Telephone

Mailing Address

Email Address

Number of Meeting Attendees

II. PROPERTY INFORMATION

Street Address/Location

Past or Present Use of Property

Proposed Use

III. REQUESTED CITY STAFF REPRESENTATION (please check all that apply):

- Planning Engineering Public Works Utilities Fire
 Permitting/Inspections Economic Development (commercial projects only)

IV. PROVIDE QUESTIONS FOR STAFF (Engineering, Planning, Utilities, etc.)
please use additional sheet(s) if necessary

Please contact Planning Assistant Kelly Susekov at ksusekov@conversetx.net or (210) 658-5356 with questions and to confirm receipt of your application. Meeting reservations are not firm until you have received confirmation.

Vesting Disclaimer

I, (print name), understand that pre-development meetings are voluntary and intended to be informational sessions only and are not a substitute for my own due diligence in determining all applicable City of Converse, TX, code requirements that may apply to my development/project. Furthermore, I agree that this request and everything that occurs during the pre-development meeting, including and without limitation any questions or answers given, shall not constitute a formal application for purposes of vesting under the Texas Vesting Statute.

Agent/Owner Name (Print)

Date

Signature