



## Request for a Predevelopment Meeting

Project Name: \_\_\_\_\_

Proposed Building Location: \_\_\_\_\_

Proposed Meeting Date: \_\_\_\_\_  a.m.  p.m.

Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
Person to be contacted to confirm meeting appointment or coordinate availability.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Meetings (Normally held on Thursdays)

How many attendees? \_\_\_\_\_ Attorney will be present  yes  no  
(If yes, the City Attorney's Office must be present. Coordination with the City Attorney's Office may cause a delay in scheduling.)

Virtual Meetings (Zoom) are normally held with the following departments. (Check all that need to attend)

- Building Inspections (972) 721-2371
- Engineering/Capital Improvements (972) 721-2611
- Fire (972) 721-2651
- Planning and Zoning (972) 721-2424
- Traffic (972) 721-2646
- Water Utilities (972) 721-2281

### Submission of Form

Meeting request and site/concept plan can be emailed to [irving-permits@cityofirving.org](mailto:irving-permits@cityofirving.org).

For attachments more than 20 MB, send via Hightail.com or DropBox.

**This form must be submitted with the site plan no later than 5 p.m. Friday prior to the scheduled meeting date.**