



GETTING YOUR DEVELOPMENT STARTED

The Planning Division has designed the Development Review Process with you in mind. To get off to a good start the Planning Division encourages you to share your ideas in a pre-application meeting. We can point you in the right direction and provide candid advice on special problems your project may encounter.

A Pre-Application Self Survey is required prior to submittal of any development or permit application for any of the following projects.

1. Any new non-residential building permit application or development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Subdivision Plat
5. Rezoning or Specific Use Permit application
6. Petition for voluntary annexation
7. At the City's discretion, a meeting may be called for significant exterior remodeling and/or site work on non-residential properties.

PRE-APPLICATION AND MEETING INFORMATION To schedule a meeting, the Self Survey and Checklist form must be submitted to the Planning Division. We suggest your application be submitted at least one week prior to your preferred meeting date as scheduled time slots fill quickly. Pre-Application meetings are limited to 30 minutes.

WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the City of Wilmer's development processes, contact information, application codes, applications and fees. When possible and appropriate, staff will provide information unique to your property or proposal and will be available to answer questions. Pre-application meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. The purpose of the pre-application meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that application will contain the required information. We want the applicant to obtain an understanding of the next steps of the process, be aware of any major issues and understand which ordinances apply. Development and permit applications may be submitted on the first and third Thursday of the month after your Pre-Application meeting. No plans or drawings will be accepted, no approvals will be given during the meeting. If no application is submitted for your project within one year of the Pre-Application meeting, it may be necessary to hold a new Pre-Application meeting for the project.

WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting. Whenever possible, design professionals involved in the creation of the plat, site plan or construction plan, such as your engineer, architect, surveyor or contractor, should attend the pre-application meeting. This allows the design professional to hear



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comments directly from staff, preventing potential confusion later when documents are submitted.

If your project staff gives proper attention to the City's submittal requirements and is responsive to requests for information, we can deliver prompt decisions on your project. In addition to the Planning Division Director and City Engineer, other City of Wilmer staff members may attend if needed.

TOOLS

At the meeting you will be given information about the City's website. <http://www.cityofwilmer.net>. This website includes links to applications, ordinances and other related documents, fees, contact information, and more.

****Neither submission of the form, nor the Pre-Application meeting constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.*



SELF SURVEY FOR PRE-APPLICATION MEETING

Upon receipt of the Self Survey and Checklist, the Planning Division will schedule your Pre-Application meeting. All information is required.

<h3>Project</h3>

Description of proposed project & survey of proposed site. (Attach additional sheets as necessary.):

Location: _____

Acreage: _____

Zoning: _____

<h3>Contact Information</h3>

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Fax: _____

Email Address: _____

Property Owner of Record: _____

Developer: _____

Engineer: _____

Feasibility Group: _____

End User: _____



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List of who you expect to attend the meeting and their role in the project (i.e. owner, architect, engineer etc.):

Address of Property: _____

Dallas County Tax ID: _____

Lot Size (acreage or sq. ft) _____

Sq. ft. of existing structures: _____

Current or most recent use of property: _____

Anticipated date of submittal: _____

() Copy of current deed with property description

() Copy of Subdivision plat or abstract map with lot or tract highlighted and proposed construction site shown.

These documents can be obtained at the Dallas County Clerk's office located at 1201 Elm Street, Dallas TX 75270.

ANSWER THE FOLLOWING QUESTIONS

Yes No

		Do you know the specific application type(s) you are seeking? If yes, please name: _____
		Have you spoken with City Staff about this property? If yes, please name: _____



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	Have you previously developed in the City of Wilmer?
	Is this an active project with prior approvals for all or a portion of the property?
	Has the property been platted?
	Do you intend to subdivide, re-subdivide, or combine the property with other parcels?
	Is the property in a Regulatory Flood Zone?
	Is the proposed use allowed under the current zoning?
	Are existing buildings on the property proposed to be used?
	Does the property currently have provisions for water and septic/wastewater?
	Is City of Wilmer the water provider?
	Does the property meet the minimum fire flow requirements for the construction type and square footage?
	Is a fire hydrant located on the property?
	Are you aware of fire requirements for commercial structures? <input type="checkbox"/> Fire Suppression System <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> KNOX Box/Vault <input type="checkbox"/> KNOX Remote Shunt Trip Control Station <input type="checkbox"/> Retro-reflective signage
	Does the property meet the current paving & parking requirements for the proposed use?
	Are you aware of fees related to development, including impact fees? (See summary of fees)
	Do you propose the use of any exterior signage? <input type="checkbox"/> If yes, have you reviewed the City of Wilmer's Zoning Ordinance?



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		Do you propose demolition of any buildings?
		Do you propose removal of any trees?
		Do you intend to have outdoor storage?
		Do you intend to sell or lease used merchandise? If yes, describe the used merchandise to be sold? _____

Applicant's Signature: _____

Date: _____



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PROPOSED PROJECT

Please attach detailed description, conceptual plans or other pertinent project information as necessary. PDF copies of information may be emailed to planning@cityofwilmer.net

SUMMARY OF PERMITS AND FEES

Fees may not be applicable to specific projects and is not intended to be all inclusive.

- Pre-Application Fee
- Annexation Fees
- Zoning Fees
- Conditional Use Permit (CUP) and Fees
- Platting Fees
- Development Permit and Fees
- Demolition Permit and Structure Removal Fees
- Underground Fuel Storage Tank Permit and Fees
- Sidewalk, Driveway and Culvert Installation Permit
- Commercial Building Permit and Fees
- Structures
- Irrigation
- Fence
- Retaining Wall
- Fuel Storage
- Swimming Pools
- Water Features
- Electrical
- Plumbing
- Mechanical
- Sign
- Finish-Out
- Street Excavation Permit
- Tree Removal Permit and Fees
- Roadway Escrow Fees
- Park Development Fees
- Building/Construction Permit & Inspection Fees
- Plan Review Fees
- Certificate of Occupancy Fees



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**COMPLIANCE WITH THE CITY OF WILMER
DEVELOPER’S PACKAGE IS REQUIRED**

All new construction projects, and most renovation/rehabilitation projects, are required to comply with the City of Wilmer’s Developer’s Package. Even minor facade modifications to an existing building must bring the building closer to compliance with the Developer’s Package. It is a common and time-consuming mistake to begin the design of your building before consulting with Planning Division.

Zoning Ordinance, Subdivision Ordinance, Adopted Building Codes are available at www.cityofwilmer.net

Applicant Acknowledgements

• I am requesting this Pre-Application Meeting for information purposes only and not for purposes of submitting or reviewing a development application. I understand and agree that completion of a pre-application meeting does not vest a permit, application or other type of development approval or any rights with regard to the development of this subject property. _____ (initial)

• Any preliminary analysis provided by City staff does not imply or assume subsequent approval of the permit or application. The information discussed and comments made by the staff during the meeting do not constitute or substitute for the formal review of your project and do not preclude future comments during project review. Staff provides only information known to them at the time and cannot anticipate a potential outcome of any development permit or application even if so indicated at the meeting. _____ (initial)

• The information provided in the Pre-application meeting is current as of the date of the meeting. Any project application is subject to the regulations in effect on the date of submittal. It is the responsibility of the applicant to read and comply with all applicable ordinances, regulations and requirements that apply to their project. An application must be submitted to the City within one year of the date of the Pre-application meeting or a new Pre-application meeting will be required. _____(initial)

• Future Pre-application meetings may be required for subsequent applications and approvals or for the application being discussed, if staff does not feel it is ready for submittal. Until a formal application and fees are received by the City, formal review comments cannot be provided to the applicant. _____(initial)

ACKNOWLEDGEMENT OF PRE-APPLICATION MEETING COMMENTS To be signed at pre-application meeting.

Applicant _____ Date _____

City Engineer _____ Date _____



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CONTACT INFORMATION

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