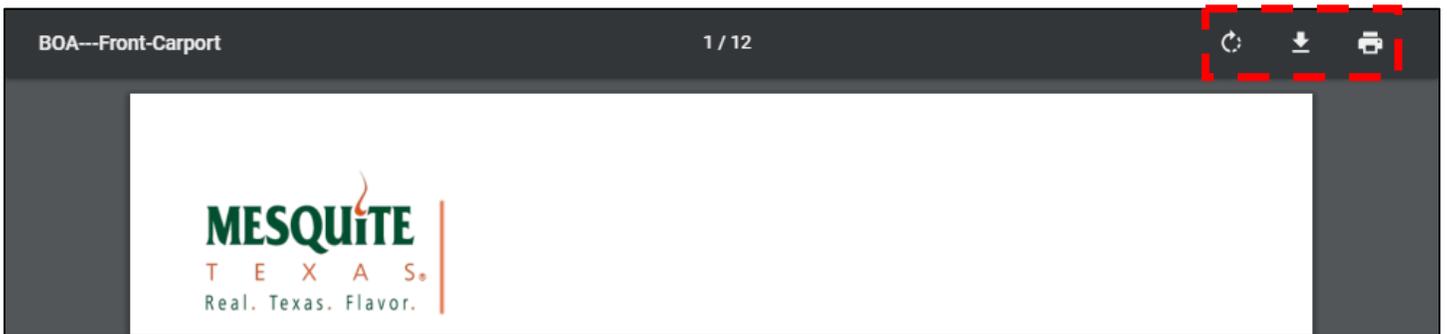


## \*PLEASE READ\*

To download applications, checklists, or owner authorization forms please download the file to your computer. Below are steps to help guide you.

**Step 1:** This screen should show the following buttons in the top right hand corner (highlighted in the **RED** box)



**Step 2:** To download the document, select the middle button as shown here: 

**Step 3:** A new window should appear asking where you would like to save this document. Select the desired location, name the application, then click **SAVE**.

**Step 4:** Open the saved document and answer all appropriate questions.

## I NEED HELP

For help downloading a file on a computer running **Microsoft**, click [HERE](#)

For help downloading a file on a computer running **Apple**, click [HERE](#)



## PRE-APPLICATION MEETING

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Mesquite. To accomplish this, a Pre-Application Meeting is required before submitting any development or permit application for any of the following projects. The Case Manager assigned to your project will inform you if a Pre-Application meeting is needed.

1. Any new non-residential development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Construction of a new single-family house
5. Subdivision Plat
6. Rezoning or Conditional Use Permit application
7. Petition for voluntary annexation
8. Street closing
9. The City may call a meeting for significant remodeling and/or site work on non-residential properties.

## APPLICATION AND MEETING INFORMATION

The City holds Pre-Application meetings each Wednesday morning. To sign up for a meeting, you can complete the attached Self-Survey form and email it to [Planning@cityofmesquite.com](mailto:Planning@cityofmesquite.com) or submit it online through the Citizen Access Portal (CAP) <https://energov.cityofmesquite.com> by 12:00 p.m. on the preceding Friday. At the time of your submission, the Planning staff will give you an appointment time after your request is processed. The Pre-Application meeting will be scheduled for 30 minutes. Meeting times are assigned in the order that completed documents are received, beginning at 9:00 a.m. No more than five meetings will be held on any Wednesday. After the fifth application for any week is submitted, the City will schedule subsequent applications for the next Wednesday.

The City charges a \$50 fee with the submittal of your Self Survey. This \$50 fee is non-refundable. The applicant may pay the fee online through CAP or in person after you submit the Self Survey form.

If you do not submit a plan or permit application for your project within one year of the Pre-Application meeting, then it may be necessary to hold a new Pre-Application meeting for the project.

## WHAT TO EXPECT

At the meeting, City staff will provide you a variety of general information regarding the City of Mesquite's development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. No plans or drawings will be accepted, and no approvals will be given. Development and permit applications may be submitted to the City of Mesquite any time after your Pre-Application meeting.

## MEET YOUR CASE MANAGER

A Case Manager will be assigned to your project and will attend your Pre-Application meeting. The Case Manager is a planner in the Planning Division of the Planning and Development Services Department, who will serve as the primary point of contact to assist you throughout the development process.

## WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc.). In addition to your Case Manager, representatives of the Planning Division and Public Works Department will attend the meeting. Other City of Mesquite staff members may attend if needed.

## ONLINE TOOLS

The City utilizes an online permit and plans management system to accept and review permits and plans electronically. You can access this system through the Citizen's Access Portal at <https://energov.cityofmesquite.com>. This online system empowers citizens and businesses to conduct business more efficiently in Mesquite by offering 24-hour access to the following Building, Engineering, Fire, Neighborhood Services, and Planning & Zoning services:

- Submit permit applications for Building Inspection, Fire Inspection, and Engineering review;
- Submit plan applications for new building projects;
- Pay fees for a variety of development services;
- Access electronic plan reviews by the City;
- Request inspections online;
- Access online registration for contractors and other related services;
- Register as a rental property landlord and participate in the Rental Certificate of Occupancy program.

You and any member of your development team that you wish will be able to access the permits and plans associated with your project.

MAILING ADDRESS:  
P.O. Box 850137  
Mesquite, TX 75185-0137

PHYSICAL ADDRESS:  
1515 N. Galloway Ave.  
Mesquite, TX 75149-2300

PHONE: (972)-216-6216  
FAX: (972) 216-8109

WEB SITE:  
[www.cityofmesquite.com](http://www.cityofmesquite.com)  
CAP Website:  
<https://energov.cityofmesquite.com>



# City of Mesquite Pre-Application Meeting Application

Please print legibly. This application can also be completed online at <https://www.cityofmesquite.com/DocumentCenter/View/747/Pre-Application-Meeting-Packet>

## Application Checklist

Completed Application     Self-Survey     \$50 Application Fee

## Property Information

Physical Address: \_\_\_\_\_ City, State: Mesquite, Texas

Zip Code: \_\_\_\_\_

## Applicant Information – The person filling out the application

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you the property owner?  Yes  No

## Others Expected to Join The Meeting

Name:	Position:

# Self-Survey for Pre-Application Meeting

## Additional Property Information

Describe the scope of your project and all intended uses. You may attach additional sheets as needed.

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Is the property currently in use?

Yes  No

If yes, how is the property being used?

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Are there any existing buildings on the property?

Yes  No

Do you propose to demolish any buildings?

Yes  No

Have you previously developed property in the City of Mesquite?

Yes  No

Do you intend to have outdoor storage?

Yes  No

Do you intend to sell or lease used merchandise?

Yes  No

If yes, describe the used merchandise to be sold.

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Do you intend to subdivide, resubdivide, or combine the property with other parcels?

Yes  No

Does the property have an existing irrigation system?

Yes  No

### Office Use Only

Size of Property: \_\_\_\_\_ Acres Is the property in a Regulatory Flood Zone?  Yes  No

Zoning: \_\_\_\_\_

Is the property platted?  Yes  No If yes, complete the following:

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

When was the property platted: \_\_\_\_\_

Date Received: \_\_\_\_\_ Application Intake: \_\_\_\_\_

Date of Pre-Application Meeting: \_\_\_\_\_ Case Number: PAM