

## PRE-APPLICATION CONFERENCE (PAC) REQUEST FORM

A Pre-Application Conference (PAC) is required before submitting a development related application to the City of Pflugerville. PACs are held at the Development Services Center at 201-B East Pecan Street every **Tuesday** and **Thursday** between the hours of 9 am and 11am in 1 hour increments. In order to better serve you, please complete this form email it to [planning@pflugervilletx.gov](mailto:planning@pflugervilletx.gov). Upon receipt, we will contact you to coordinate an appropriate time. The Planning Director may require the applicant to submit information ten (10) business days prior to the pre-application conference to allow the Development Review Committee adequate time to review the proposal and provide direction and feedback.

Requested PAC Date: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Address or location: \_\_\_\_\_

Project Type: (retail, multi-family, single-family, restaurant, etc.): \_\_\_\_\_

I have specific questions related to:

Subdivision platting  Site development  Zoning/land use  Utilities/Infrastructure

Other: \_\_\_\_\_

***Please also provide the following information:***

List of people who will attend and their responsibilities

List of specific questions

Description of the proposed project

Proposed conceptual site plan or other graphic information depicting the proposal

**I hereby agree that the meeting and discussions requested are for informational purposes only and are not intended to be an application for a permit or presentation of a plan for development to the City. At this time I am not making an application or requires for provision of services on the part of the City, or seeking a commitment by the City of Pflugerville or agreement for services or improvements (including, but not limited to water, sewer, roadways, drainage).**

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**