

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 applications will contain the required information.

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. We want the applicant to understand the next steps of the process, be made aware of any major issues, and understand which ordinances apply. This is an advisory meeting, not a review meeting.

Representatives from several departments will be present at the meeting:

- Development Services (Planning & Landscape Architecture)
- Engineering (Civil and Transportation)
- Fire Department
- Economic Development, as necessary
- Development Services (Building), as necessary
- Neighborhood Services (Parks & Recreation), as necessary
- Representatives from Anna ISD are invited to meetings for residential subdivisions

*\*NOTE: If you plan to have legal representation at the meeting you will need to let staff know before the meeting occurs so that the city can contact their city attorney.*

Pre-application meetings are held **every Tuesday** beginning at 8:30 a.m. with each meeting being allocated 1 hour. There are a total of 3 time slots to choose from 8:30 a.m., 9:30 a.m., and 10:30 a.m. Due to the number of development inquiries that we receive, available time slots fill quickly, and we cannot guarantee an appointment at the next scheduled meeting.

**We recommend requesting an appointment a minimum of two weeks in advance.**

*Additionally, it is highly recommended that the applicant includes a detail list of any/all questions regarding city regulations they may have questions on so that staff will be prepared to discuss at the meeting.*

To request a meeting, please submit your request via email to Salena Tittle, Planner II, [stittle@annatexas.gov](mailto:stittle@annatexas.gov) or Lauren Mecke, Planning Manager [lmecke@annatexas.gov](mailto:lmecke@annatexas.gov). Your request should include a drawing of the space showing buildings, parking, uses called out, and fire lanes. The drawings should be to scale. Use the [Concept Plan checklist](#) as a guide for what should be included on the plan.

Staff will conduct a prescreen review to ensure adequate information has been provided for your proposal. Upon successful completion of the Prescreen review, staff will contact you to schedule the Pre-application meeting.

The City's web site contains a wealth of information. Suggested links to review include the [Planning & Development page](#), [Engineering Civil Plan Review page](#), and the [City Maps portal](#).