

## Preparation Requirements (Fillable Form)

These preparation requirements will ensure both parties (individual requesting a meeting and staff) are prepared to discuss land use and whether the proposed development is in conformance with either the adopted Zoning Ordinance or the Anna 2050 Comprehensive Plan. *This document will serve as a record for staff as we continue to improve efficiencies in the zoning and development process.*

**1. What is the proposed land use of the request? (Check all that apply)**

- Industrial    Retail    Service    Multiple-Family    Single-Family

Detail: \_\_\_\_\_

**2. Proposed location (address or parcel information):** \_\_\_\_\_

\_\_\_\_\_

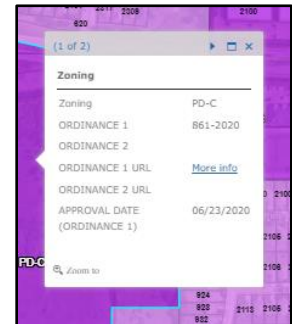
**3. Is the request located within the city’s corporate limits or Extraterritorial Jurisdiction (ETJ)?**

See the [City Maps](#)

- Within the City Limits (Please answer #4)    Extraterritorial Jurisdiction (ETJ) (Skip #4)

**4. If located *within the city’s corporate limits* what is the existing zoning for the property and does the zoning allow for the proposed land use? See the [City of Anna Interactive Zoning Map](#) and [Article 9.04.028 Zoning Ordinance's Use Table](#)**

*How-to use the interactive zoning map: Zoom to the property, select the property, if the zoning information does not appear in the white box, click the blue triangle until you see “zoning.”*



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

If labeled PD-C or PD-R, what is the Ordinance Number? \_\_\_\_\_

Does your proposed use comply?    Yes    No

**5. If located within the ETJ or proposing to rezone, is the proposed land use in conformance with the Future Land Use Map of the [Anna2050 Comprehensive Plan](#) and/or [Downtown Master Plan](#)? Will you be requesting to annex into the city?**

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

Please submit your request via email to Salena Tittle, Planner II, [stittle@annatexas.gov](mailto:stittle@annatexas.gov) and Lauren Mecke, Planning Manager [lmecke@annatexas.gov](mailto:lmecke@annatexas.gov). You will receive a response within 24 hours (excluding weekends and holidays) to coordinate a meeting time.

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)
- 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 9:00 a.m. with each meeting being allocated 1 hour. There are a total of 3 time slots to choose from 9:00 a.m., 10:00 a.m., and 11:00 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 detailed list of any/all questions regarding city regulations they may have 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](#).