



**CITY OF LUBBOCK PRE-DEVELOPMENT
GUIDELINES AND APPLICATION**

How to Schedule a Meeting

Thank you for considering development in the City of Lubbock; we are dedicated to helping you in the best way possible. We strongly encourage applicants to schedule a pre-development meeting with the City's Development Services team in order to become familiar of our processes, discuss the property, and understand possible issues in order to keep you moving forward on the most efficient timeline.

Our Pre-Development Consultation team is typically comprised of the following departments, who may be present at the meeting:

- Planning
- Engineering
- Storm Water
- Fire Marshal
- Public Works
- Building Safety

Please note that additional meetings may be necessary to discuss in depth Planning, Engineering, Fire Marshal, or Building Code issues, and can be scheduled separately through the individual departments.

The application deadline for your request is Tuesday, the week before your requested meeting date.

Pre-development meetings are scheduled on a first-come, first-serve basis. These meetings are held on Wednesday afternoons with available time from:

- 1:00-2:00 p.m.
- 2:00-3:00 p.m.
- 3:00-4:00 p.m.

Only three meetings will be scheduled each week, additional meeting requests will be pushed to the following week.

Submittal Requirements

- Completed application
- A copy of the site plan or layout
- A list of questions for City staff

Meetings will not be scheduled if the submittal package is not complete. To schedule a meeting, please email the submittal package to Kristen Sager, Director of Planning, at ksager@mylubbock.us.

Prior to requesting a pre-development meeting, review the following links.

[Unified Development Code ~ Zoning Ordinances](#)

[Building Safety Permitting Webpage](#)

[Development Engineering Webpage](#)

[Code of Ordinances - Chapter 10: Fire Prevention](#)



PLANNING

Pre-Development Meeting Application

Applicant _____

Address _____

Contact Information: Phone: _____ E-mail: _____

Proposed Development: _____

Address of the Property: _____

Area of the Parcel: _____

Description of Use: _____

Existing Zoning: _____ Requested Zoning: _____

Proposed area of Non-Residential Building: _____

Proposed Number of Residential Units: _____

Water and Sewer Requirements: _____

The meetings are an hour long and are scheduled on Wednesday afternoons. Available times are 1:00-2:00 p.m., 2:00-3:00 p.m., and 3:00-4:00 p.m. Meetings are scheduled on a first-come, first-served basis and your preferred meeting time may not be available.

Preferred Meeting Date and Time:

Secondary Meeting Date and Time:

Date: _____

Date: _____

Time: _____

Time: _____

Signature of the Applicant: _____

Today's Date: _____

Please submit the completed request to Kristen Sager, Director of Planning at ksager@mylubbock.us.

Attach the site plan, supporting documentation, and graphics to assist in a comprehensive review.