



Development Review Committee (DRC) Meeting Request Form

Development Review Committee (DRC) meetings provide a valuable opportunity to discuss your project with various City of Tomball department representatives. These meetings are held every **Wednesday** from 1:00 to 4:00 p.m. in the Public Works Conference Room at the Public Works Building, located at 501 James Street, Tomball, Texas, 77375.

To reserve your meeting time, COMPLETE EACH SECTION OF THIS REQUEST FORM AND ATTACH A LOCATION MAP AND/OR A SITE PLAN of the area you wish to discuss. Print clearly or type all needed information. Submit your form and attachments to Brandy Pate via fax, (281) 351-4735, or e-mail, bpate@ci.tomball.tx.us no later than 4:00 p.m. on Monday. City staff will contact you to confirm the meeting. If the date and time you requested is not available, we will offer other dates/times. If you are unable to keep your scheduled meeting, cancellation notice must be received no later than 4:00 pm on Tuesday.

Requested Date & Time			
Owner(s) Name		Phone:	
Contact Person		Phone:	
Attendee(s)	Name:	Title:	Emails:
	1.		
	2.		
	3.		
	4.		
	5.		
Project Location			
Brief Project Description	HCAD Number(s):		
	Lot Size:		
	Proposed Use(s):		
	Proposed Square Footage of Building, or Number of Lots:		
	Other Applicable Information:		

Representatives from the following departments may be present at the meetings: City Manager’s Office, Engineering & Planning Department, Building Department, Public Works Department, and Fire Department. Meeting times are not firm until this information is received and confirmed.

Owners, developers, engineers, architects, surveyors and other representatives of the project are encouraged to attend these meetings.

VESTING DISCLAIMER

I UNDERSTAND AND AGREE THAT DRC MEETINGS ARE VOLUNTARY AND INTENDED TO BE INFORMATIONAL SESSIONS ONLY AND DO NOT SUBSTITUTE FOR MY OWN DUE DILLIGENCE IN DETERMINING ALL REQUIREMENTS THAT MAY APPLY TO MY DEVELOPMENT. NO REPRESENTATION MADE DURING A DRC MEETING CAN MODIFY THE REGULATIONS THAT APPLY TO MY PROJECT. THE DRC DOES NOT CONSTITUTE APPROVAL OF ANY PROJECT OR REQUEST. FURTHERMORE, I AGREE THAT THIS REQUEST AND EVERYTHING THAT OCCURS DURING THE DRC MEETING, INCLUDING WITHOUT LIMITATION ANY QUESTIONS ASKED OR ANSWERS GIVEN, SHALL NOT CONSTITUTE A FORMAL APPLICATION FOR PURPOSES OF VESTING UNDER THE TEXAS VESTING STATUTE.

PROPERTY OWNER/AGENT SIGNATURE

DATE