

Setting Up a Pre-Development Meeting: A Step-by-Step Guide

Currently, the Bastrop County Department of Development Services does not have an application for pre-development meetings. Developers interested in scheduling a pre-development meeting should follow this procedure:

1. Ensure that the proposed development is within the unincorporated area of Bastrop County by verifying that it is not within the full purpose city limits of any of the County's municipalities: Bastrop, Elgin, or Smithville.
2. Visit the Bastrop County Development Services website. Under the Quicklinks tab "Engineering & Development," there will be a list of Key Personnel, links to their email addresses, and their positions. Key Personnel in the Environmental and Sanitation Department can be found by following the Quicklinks tab "Environmental & Sanitation."
3. Send an email requesting a pre-development meeting to the: Director of Engineering & Development, Planner, Floodplain Administrator, Subdivision Review personnel, and Environmental and Sanitation Manager. If the proposed development is within the known and potential habitat of the Houston Toad, please include the Lost Pines Habitat Conservation Plan (LPHCP) Administrator; contact information for the LPHCP Administrator can be found on the Lost Pines Habitat Conservation page on the Bastrop County website.
4. In your email, please provide a description of the proposed development, a preliminary site plan, parcel ID number(s) where the development will take place, and **three (3) dates and times you are available to meet. Staff requests one (1) week notice, at minimum.**
5. Development Services staff will reply with their respective availabilities. **It is the responsibility of the developer to determine when all staff is available for a pre-development meeting.**

6. All pre-development meetings are currently held online, and typically are conducted using Microsoft Teams, Zoom, or other comparable video conference program. **It is the responsibility of the developer to schedule and send an invitation to the meeting to Development Services staff.**
7. Please ensure that you have all relevant materials (site plans, conceptual schematics, etc.) prepared for presentation at the meeting. Development Services staff will provide comments on your proposed development and answer questions you may have regarding the County development process.