

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: Assistant County Engineer, Planner, Floodplain Administrator, Subdivision Review personnel, and the Environmental and Sanitation Manager. If the proposed development is within the known and potential habitat of the Houston Toad, the Lost Pines Habitat Conservation Plan (LPHCP) Administrator must be included; 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. If staff are not all available during one of the proposed meeting times, the developer will need to provide new proposed meeting dates and times.

6. All pre-development meetings are held online via Microsoft Teams. **There are no in-person pre-development meetings.** Once the date/time is agreed to by all participants, the Assistant County Engineer will schedule and send out the invitation to the Teams meeting. **If the meeting requester's team is more than 15 minutes late to the meeting, staff will consider the meeting cancelled, and the meeting will need to be rescheduled.**
7. Please ensure that all relevant materials (site plans, conceptual schematics, etc.) are 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.