

## 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. Verify which Emergency Services District (ESD) the proposed development is within (i.e. Bastrop County ESD #1, Bastrop County ESD#2, or the Bastrop-Travis County ESD #1). A static map with ESD boundaries can be found attached to this document (Page 4).
3. 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." Contact information for 9-1-1 Addressing can be accessed from the Quicklinks tab "Addressing."
4. Send an email requesting a pre-development meeting to the:
  - a. Assistant County Engineer
  - b. County Engineer (optional)
  - c. Floodplain Administrator
  - d. Land Division Planners 1, 2, and 3
  - e. Development Services Plan Reviewer
  - f. Environmental Services Manager
  - g. 9-1-1 Addressing personnel

- h. 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.
  - i. If the proposed development is within the service area of Bastrop County ESD #1, include [info@bastropesd1.com](mailto:info@bastropesd1.com) in your meeting request email.
5. In your email, please provide a description of the proposed development, a preliminary site plan, location map, and parcel ID number(s) where the development will take place. Pre-development meetings are held for 30-minute blocks on Tuesdays from 9 A.M. to 12 P.M. and Thursdays from 1 P.M. to 4 P.M. Indicate in your email **three (3) dates and times within those windows you are available to meet. Staff requests meetings be scheduled one (1) week in advance, at minimum.**
6. If all staff are not available during one of the proposed meeting times, the developer will need to provide new proposed meeting dates and times for a later week.
7. All pre-development meetings are held online via Microsoft Teams. **There are no in-person pre-development meetings.** Once the materials described in Step 4 (site plan, location map, and parcel IDs) have been provided, the Assistant County Engineer will schedule and send out the invitation to the Teams meeting. The Assistant County Engineer will not schedule or send out an invitation to a pre-development meeting without having received the materials described in Step 4. **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.**

8. Please ensure that all relevant materials (site plans, location maps, 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.

