

PRE-APPLICATION MEETING



Purpose

The purpose of the Pre-Application Meeting is to provide preliminary information on a development and to help explain the development process at the Town of Prosper.

Required Forms & Exhibit

All requests are submitted online via the Citizen Self Service (CSS) Portal. Upload the Following:

- Owner Acknowledgement Form
- A proposed conceptual plan
- Letter of Intent describing the project, its location or any questions you may have for the team.

Miscellaneous

Pre-application meetings are typically held every Thursday morning between 9:00 am and Noon for one-hour increments either in person or virtual.

- To determine if a pre-application meeting is warranted, please contact the Planning Division at 972-346-3502 or via email at PlanningDept@prospertx.gov.
- Due to the number of developments inquires, available time slots fill quickly, and we cannot guarantee an appointment at the next scheduled meeting. We recommend requesting an appointment a minimum of one week in advance.
- The productivity of the meeting depends on the amount of information provided to staff ahead of the meeting.
- Meeting notes are collected and sent out the following Friday after the meeting is held.

