



## Development Review Committee Meeting Request Form

City of Roanoke  
500 S. Oak Street  
Roanoke, TX 76262  
(817) 491-2411

The City of Roanoke holds Development Review Committee (DRC) Meetings every Wednesday, beginning at 10:00 a.m. Meetings are preferred to be held in person, but the Department is able to accommodate virtual meeting requests with advanced notice. The length of the meeting will be determined based on the request to provide adequate time for each meeting request. **Confirmation of the meeting request will be provided by 12:00 p.m. on the Friday before the desired meeting date.**

In-Person meeting requests must be received by 4:00 p.m. on the Thursday before the desired meeting date and will be held at Roanoke City Hall, located at 500 S. Oak Street, Roanoke, Texas 76262. **Virtual meeting request must be received at least 7 days prior to the desired meeting date.**

<b>Meeting Request Details</b>	
Meeting Format:	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual      Anticipated number of attendees:
Meeting Date:	Wednesday,
<b>Project Information</b>	
Property Address:	Denton County Parcel ID:
Current Zoning:	
Current Use:	
Current Legal Description:	
Total Acres:	# of Lots      Proposed Use:
<b>Applicant/Developer Information</b>	
Name:	
Address:	City:
State:	Zip:
Phone:	Email:
<b>Property Owner Information</b>	
Name:	
Address:	City:
State:	Zip:
Phone:	Email:
<p>The undersigned requested to meet with City representatives on the date noted above for the sole purpose of obtaining information from the City about the development process. The undersigned do not intend this meeting and the information presented at the meeting to constitute the filing of a plan for development for the property, a platting, zoning, or other permit application as set forth in Tex. Local Gov't Code §245.002(a-1) or for any statutory review deadlines to commence at this time. The undersigned applicant understands and agrees that a separate application process on forms provided by the City, signed by the property owner(s) and payment of fess are required to process a plan for development.</p> <p><b>I hereby certify that the information provided on this application is true and correct.</b></p>	
Signature of Owner, Agent, or Applicant	Date

Please submit the application and any supporting documents to  
[atolliver@roanoketexas.com](mailto:atolliver@roanoketexas.com) or [permits@roanoketexas.com](mailto:permits@roanoketexas.com)