

# PRE-APPLICATION MEETING

## HIGHLAND PARK, TX

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the Town of Highland Park. To accomplish this, a Pre-Application Meeting will be required prior to submitting a development or permit application for any of the following projects:

- 1) New non-residential or residential development
- 2) Addition to an existing building
- 3) Rezoning or Specific Use Permit application
- 4) At the Town's discretion, a meeting may be called for significant remodeling and/or site work

## APPLICATION AND MEETING INFORMATION

Pre-Application meetings are held each Thursday morning. To be scheduled, the application must be submitted online through the Town's development portal <https://highlandparktx.portal.opengov.com/> by 12:00p.m. on the preceding Friday. You may request a specific meeting time. Although the Town will attempt to honor the requested time, your actual meeting time will be determined by the Town based on the volume of requests. Meeting times will typically be assigned in the order the application is received, beginning at 9:00 a.m. No more than five (5) meetings will be held on any Thursday. After the fifth application for any week is submitted, subsequent applications will be scheduled for the next available Thursday. The Pre-Application meeting will be scheduled for 30-minutes. The Town may not hold Pre-Application meetings some weeks due to holidays or other considerations.

If no development application is submitted within one year of the Pre-Application meeting, it may be necessary to hold a new Pre-Application meeting for the project.

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## WHAT TO EXPECT

At the meeting you will be provided a variety of general information regarding the Town of Highland Park's development processes, contact information, applicable codes, applications, and fees. When possible and appropriate, Town staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. Plans or drawings may be submitted but are not required with your application. No approvals will be given during the Pre-Application meeting. Development and permit applications for the project may be submitted to the Town any time after your Pre-Application meeting.

## WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc.). Representatives of the Community Development and Engineering Departments will attend the meeting. Other Town officials may attend as needed, including representatives from the Fire Marshal's office and the Town Administrator's office.

## ONLINE TOOLS

At the meeting, information will be distributed regarding the Town's online resources for development. Online development resources can be found at <https://hptx.org/150/Forms-Applications>. The website includes a link to the Town's development portal, ordinances, fees, contact information, miscellaneous documents, etc.

In December 2024, the Town launched a new online permit and plan management system known as OpenGov to accept and review permits and plans electronically. This system can be accessed at <https://highlandparktx.portal.opengov.com/>. The online system empowers citizens and businesses to conduct business more efficiently in Highland Park and provides 24-hour access to the following services:

- Applying for permits
- Plan Submittal
- Payment of fees
- Access to plan review comments
- Access to inspection requests and results
- Contractor registration

You, and any members of your development team that you wish, will be able to access the permits and plans associated with your project. Communication between your development team and the Town regarding your project can take place on the system. Documents and other files may also be attached to the system. Each time a comment is posted, or the project page is updated in some way, notification is automatically sent via email to you and your development team.