TO: Development Services Customers

SUBJECT: INFORMATION BULLETIN#002
Pre-Development / Early Assistance Meetings

DATE: February 1, 2020

CREATED BY: Project Management / Land Development Division

Purpose:
As a customer service initiative, the Development Services Department (DSD) created this Bulletin to assist customers with early assistance meetings (EAM). This bulletin has information regarding early assistance meeting requirements.

Scope:
DSD offers pre-development/early assistance (EAM) meetings allowing the owner and/or owner's agent(s) to meet with DSD staff to discuss commercial building permit preliminary design. The purpose of the EAM is to identify code issues, or other items that may impact a project. The EAM gives the project design team the opportunity to address issues prior to submittal of completed project documents.

Note: Project discussion by staff during the EAM does not replace the responsibility of the client's design professionals. Information shared at this meeting in no way relieves the applicant or their representatives from the need to comply with all city codes, regulations and ordinances in effect at the time of permit application, whether discussed or not discussed during the EAM. All plans submitted for permit must meet City Code requirements.

The pre-development/EAM meeting should not be considered a detailed review of plans for a project. A preliminary review of project plans and other potential important information relating to the project can be discussed during the pre-development/EAM meeting. The guidance given by staff at this meeting is based on the information available during the meeting. A formal review is performed once final for construction plans and other required documents have been officially submitted and the plan review fee has been paid. Additional issues affecting design of the project may be found during the formal review, therefore information and opinions provided during the EAM could be altered once 100% design documents and full code reviews by staff are performed.
Procedures:

The following procedures are to be followed to set up and execute your pre-development/EAM.

1. In order to schedule a Pre-development/ EAM, submit an **EAM Request Form** (see following example) via, email (preferred) or mail to: The assigned Meeting Coordinator.

   City of Corpus Christi  
   Development Services Department/Land Development Division  
   Attn: Project Management Staff  
   2406 Leopard Street  
   Corpus Christi, TX 78408  
   Email: Permitrequests@ectexas.com

   The EAM request form shall be filled out completely and signed by the person requesting the meeting. The request form shall include check marks next to all the City Department representatives that you wish to be present at the meeting. Note: Departments that are not marked on the EAM request form will not be available for the EAM. Email the form to Permitrequests@ectexas.com

2. The City will return the EAM request form to the applicant by email with the scheduled date, time and the EAM Number assigned for the meeting. The EAM number will be in year, month, day format. (Example: January 16, 2020 at 8:30am would make the EAM number 20200116-1)

3. Pre-Development/EAMs are limited to twice a week at (4) separate time slots. Only one EAM will be scheduled at a time. EAMs will be scheduled on Tuesdays and Thursdays during one of the following times: 9:00am, 10:30am, 1:30pm and 3:00pm. If a City holiday falls on a Tuesday or Thursday, no EAM will be scheduled on that day.

4. All EAM meetings will be held at Development Services Department located at 2406 Leopard Street, Suite 100 Corpus Christi, Texas 78408.

5. Each EAM meeting is a maximum sixty (60) minutes in duration. If it is anticipated that more time is needed, an additional EAM meetings will be required. Where possible, DSD staff will work to accommodate multiple meetings on the same day if additional meeting time is needed. It is up to the customer to manage the meeting agenda and discussion to meet the allotted time. Customers should plan on arriving at the DSD approximately fifteen (15) minutes prior to the meeting start time to allow time for check in. If the person requesting the meeting has not arrived within 15 minutes of the start time and has not contacted DSD staff to let them know that they are running late the meeting will be canceled and will need to be rescheduled. The EAM meeting will not be extended past the scheduled end time due to late arrivals. It is important to note that if there are no other questions for a specific discipline, that discipline may leave the meeting early, but will be available if additional questions arise during the meeting that require their input.
6. DSD requires that the customer submit an agenda, with as much information about the project as possible ie. (site plan, floor plan, project location information etc.), and specific questions that the customer would like answered along with the EAM request form to DSD Project Management Coordinator at least five (5) business days in advance of the EAM. The proposed meeting discussion agenda is to be submitted via mail, to the Meeting Coordinator listed in Item 1 above and is to clearly reference the EAM Number and Project Name. This information helps DSD perform research relative to a property and project, to provide better service.

7. All meetings will be recorded and become part of the public record. After the EAM meeting, prepared meeting minutes outlining those items discussed during the meeting along with the recording will be made a part of the project file. Minutes will be sent to the customer that requested the meeting within a reasonable time frame. Minutes will be sent via email (in pdf format) to the customers contact e-mail address provided in the meeting request form. If the customer has any questions about or additions to the minutes, they have 10 - business days after receipt to submit comments for changes. Only signed EAM minutes on DSD letter head shall be recognized as a record of the items discussed during an EAM. The meeting minutes shall include the following information:

a. Project Name
b. EAM meeting number
c. Date and Time of Meeting
d. List of attendees including company name and e-mail
e. List of items discussed during the meeting in some detail
f. Contact information of person submitting the meeting minutes, including e-mail to return City comments.

8. Formal approval of any part of the project will not be granted by DSD staff during the EAM meeting. Formal approval for any project requires the applicant to follow the established document submittal, acceptance, review and approval process established by Development Services.

Summary:

This bulletin is for informational purposes only.

Prepared by: Michael Johnston, CAPM, CFM, Business Manager

Reviewed by: Michael Dice, Assistant Director

Authorized by: Al Raymond III, Director, Development Services
New Structure   Interior Finish-Out   Renovation

Project Name: ____________________________

Project Address: ____________________________

Project Square Footage: ____________________________ No of Stories: ____________________________
Estimated Construction Cost: ____________________________ Estimated Start Date: ____________________________
Will an Attorney be Attending? ____________________________ Requested Meeting Date: ____________________________

Project Description: ____________________________

Preliminary Plan Review Request by Name:

Company: ____________________________
Address: ____________________________
City, State, Zip Code: ____________________________

Telephone #
E-Mail: ____________________________

Signature: ____________________________

Please check the Divisions you would like present at the meeting.

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<td>Plan Review Process Overview</td>
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For Staff Use Only:

PPR #: ____________________________  Scheduled Meeting Date: ____________________________  Time slot: ____________________________

****Note that an agenda and project information for the EAM meeting should be submitted to DSD at least five (5) days in advance of the EAM and submitted via email to Clearly reference the PPR # and Project Name.