



City of Kemah

Pre-Development Meeting Request Application

Thank you for your interest in developing in the City of Kemah! We appreciate your investment in our community and welcome your development. Our goal is to help your project proceed as smoothly as possible and ensure that you and your team have a positive experience working with us. To support this, the city offers **Pre-Development Meetings** as a free service.

The **Pre-Development Meeting** provides an opportunity for the applicant and city staff to exchange non-binding information. The purpose of the meeting is to ensure the applicant is informed of relevant development regulations and processes.

A Pre-Development Meeting is **strongly recommended** before submitting any development or permit applications for the following types of projects:

- Construction of new multi-family or commercial
- Expansion of existing multi-family or commercial
- New subdivision plat or re-platting
- Significant exterior remodeling and/or site work on commercial

Please note: Pre-development meetings are **not** recommended for single-family construction on a single lot.

During the meeting, you will receive general information about the City of Kemah's development process, contact details, and applicable codes. Staff members will review the project and provide preliminary feedback. To facilitate the discussion, applicants are encouraged to submit a draft concept plan with as much detail as possible before the meeting. However, please note that the meeting does **not** constitute a formal application or permit submission.

We recommend that all individuals involved in the development proposal attend the meeting, including property owners, business owners or managers, and design professionals. The City of Kemah will have representatives from all relevant departments present to provide information and answer any questions.

Pre-development meetings are primarily conducted via Microsoft Teams but can be held in person upon request. Each meeting is scheduled for one hour and assigned in the order that requests are received.

To schedule a meeting, please complete the attached form and email it to permits@kemahtx.gov.



Cesar Garcia
City Administrator

Kemah Development Services
1401 SH 146
Kemah, TX 77565
281.334.1611

Nola Gonzales
Permit Coordinator



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(Please complete and return to permits@kemahtx.gov)

General Information

- Project Name: _____
- Applicant Name: _____
- Phone: _____ Email Address: _____
- What is your affiliation with the project? Property Owner Developer Prospective Buyer
If other, please explain: _____
- Please indicate the primary purpose for the meeting:
 Due Diligence/Fact Finding Project Feasibility Project Design Requirements
If other, please explain: _____
- Are you familiar with the development process in Kemah? Yes No
- Have you spoken with City Staff about this project? Yes No
If yes, name of person with whom you spoke: _____
- Have there been previous City meetings on this project? Yes No
If yes, date: _____
- Is this an active project that has prior approvals? Yes No
If yes, project name: _____ Address: _____

Project Details

- **Project Type:** Commercial Multi-Family Residential RV Park
 Manufactured Home Rental Community
- If the project is Multi-Family Residential, please indicate the approximate number of new lots or dwelling units: _____



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- If the project is Commercial, indicate if any of the following are proposed.

Retail Center Gas Station School Day Care Restaurant

Other:

- Please provide a detailed description of the proposed project:

Property Information

- Street Address/Location:
- Parcel#/ Legal:
- Approximate Acreage:
- Past or Present Use of Property (if applicable)

Flood Plain Details

- What Flood Zone is the property? (Circle all that apply)

X X500 A AO AE V VE

Civil Details

- Do you have preliminary site plans or concept drawings prepared? Yes No
- Do you have a survey? Yes No

(If you answered yes to any of the above, please attach a hard copy and submit a digital file for each document referenced.)

- Are you proposing to build a new building(s)? Yes No (Sq. Ft. _____)



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- Will you expand or alter an existing building(s)? Yes No
- Demolish any buildings? Yes No

Drainage, Water & Sewer Utility Details

- Do you propose to outfall drainage to a City-Maintained Infrastructure (roadway, storm sewer, or ditch)? Yes No
- Have you spoken with the Galveston County WCID #12 regarding your project? Yes No
- Do you propose connecting this project to Galveston County WCID Yes No
Sewer Water **Both:** Water & Sewer
- Please list any specific questions or topics you anticipate discussing:

Fire Protection Details

- Will there be hazardous materials stored? Yes No
- Will high pile storage exist? Yes No

Submittal Materials: *Any pertinent information to illustrate the proposed project should also be attached.*

Following information to be completed by the City of Kemah

Department Staff Signature: _____ Received: _____

Meeting Date: _____ Time: _____