



Planning & Development Department

City of La Porte
604 W. Fairmont Pkwy.
La Porte, TX 77571
Phone 281.470.5057 | Fax 281.470.5005 laportetx.gov

Pre-Application Consultation (PAC) Meeting Request Form

Revised 03.25.22

PAC meetings provide a valuable opportunity to discuss your project with various City of La Porte department representatives. These meetings are held every Tuesday afternoon at 2 p.m. or 3 p.m. at City Hall located at 604 W. Fairmont Pkwy. La Porte, Texas.

To reserve your meeting time, please submit the following: **1)** This completed form **2)** A location map **3)** A proposed site plan. Submit your form and attachments in person, by email at clowesi@laportetx.gov, or by fax to the attention of: Ian Clowes at 281.470.5005. If the date and time you requested is not available, we will contact you to offer other dates/times as they are available.

Requested Date and Time:	
Contact Person:	
Phone Number:	
Email:	
Project Location/HCAD Parcel #:	
Lot Size:	
Proposed Use/NAICS #:	
Proposed square footage of building, or number of lots:	
Brief project description:	

Representatives from the following divisions will be present at the meetings:

- Planning PublicWorks Fire Marshal
- Engineering Permits/Building Inspections

Please contact Ian Clowes at 281.470.5063, with questions and to confirm receipt of your information. Meeting reservations are not firm until this information is received and you have confirmation from city staff.

Vesting Disclaimer

I understand and agree that PAC meetings are voluntary and intended to be informational sessions only and do not substitute for my own diligence in determining all requirements that may apply to my development. No representation made during a PAC meeting can modify the regulations that apply to my project. Furthermore, I agree that this request and everything that occurs during the PAC meeting, including but without limitation any questions asked or answers given, shall not constitute a formal application for purposes of vesting under the Texas Vesting Statute.

PROPERTY OWNER/AGENT

DATE