



CITY OF CORPUS CHRISTI
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 9277 I CORPUS CHRISTI TEXAS 78469-9277



TO: Development Services Customers

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

DATE: February 1, 2020
Updated: October 18, 2022

CREATED BY: Development Services Department

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 and City staff to discuss **commercial** projects and site development 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
Attn: Permitting
2406 Leopard Street Corpus Christi, TX 78408

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. In addition to the request form, the requestor should submit an agenda, with as much information about the project as possible i.e. (site plan, floor plan, project location information etc.), and specific questions that the customer would like answered.

Note: Departments that are not marked on the EAM request form will not be available for the EAM.

Scheduling:

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.

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

2. The City will return the EAM request form, payment due sheet and tentative meeting date to the applicant by email.
3. Each EAM meeting is a maximum sixty (60) minutes in duration. If it is anticipated that more time is needed, an additional EAM meeting 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. If the person requesting the meeting has not joined virtually or 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.

4. All meetings will become part of the public record. After the EAM meeting, prepared meeting minutes outlining those items discussed during the meeting will be made a part of the project file. Minutes will be sent to the customer that requested the meeting within 10-business days. 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

5. Formal approval of any part of the project will not be granted by City 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 the City of Corpus Christi.

Summary:

This bulletin is for informational purposes only.

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Reviewed by: Michael Dice, Assistant Director

Authorized by: Al Raymond III, AIA, CBO, Director, Development Services





Pre-Development/ Early Assistance Meeting



2406 Leopard St. Corpus Christi, TX 78408 | Phone: 361.826.3240

Project Name: _____

Project Address: _____

Project Square Footage: _____ Number of Stories: _____

Estimated Construction Cost: _____ Estimated Start Date: _____

Will an attorney be attending? Yes or No Requested Meeting Date: Tuesday or Thursday
(Circle one) (Circle one)

Project Description: _____

Requested By:

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail _____ Telephone: _____

Signature: _____

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

Development Services: \$150.00/min (Includes all listed below)	Public Works:	Other:
<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Platting <input type="checkbox"/> Plumbing <input type="checkbox"/> Public Improvements <input type="checkbox"/> Zoning *\$75.00 per additional hour	<input type="checkbox"/> Floodplain Management \$50.00 <input type="checkbox"/> Stormwater \$100.00 <input type="checkbox"/> Traffic Engineering \$100.00	<input type="checkbox"/> City Planning \$0.00 <input type="checkbox"/> Fire \$0.00 <input type="checkbox"/> Water/Wastewater \$0.00

**** All charges above are shown per hour. Development Services Department fees are due prior to scheduling the requested EAM. All other fees may be collected by Development Services Department or the operating department.**