



**CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT**

Letter of Intent Requirements

Plats/Replats:

- Define the acreage of subject property
- Full legal description
- Number of lots or reserves being divided/created
- Special considerations (i.e. requested variances and justification for said variances)
- Specify if the proposed land use is for residential or commercial purposes and type of business if known
- The Letter of Intent must provide the signature and contact information of the property owner

Multi-Family Site Plan:

- Define the acreage of site
- Full legal description
- Total number of units proposed
- Number of units per acre proposed
- Special considerations (i.e. requested variances)
- The Letter of Intent must provide the signature and contact information of the developer