Pre-Development Meeting Application

Project Information

Date of Submission:	Zone:		Parcel #(s):
Project Name:			Acres:
Project Address:			
Project Description:			

Contact Information

Property Owner(s):			**Applicant(s):**		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Contact Person:			Address:		
Phone:			City:	State:	Zip:
Cellular:	Fax:		Email:		
Others Attending:					
Applicant Signature:			Date:		

OFFICE USE ONLY	
Date Received:	Accepted By:
Meeting Date:	Item Number: Time:
☐ PDF of all Plans	☐ 1 Set 11"x 17" Plans ☐ 2 Copies - Full Size Plans
☐ Scheduled ☐ Noticed ☐ Copied ☐ Distributed	

Pre-Development Meeting Information

WHAT IS THIS MEETING FOR AND WHY SHOULD I ATTEND?

This mandatory meeting has several specific objectives:

1. Provide a superficial review of your project by City Representatives prior to making formal application for approval.
2. Provide information to help you decide to submit an application for approval with the City or to reconsider your request, modify it, or cancel it altogether.
3. Provide the City an opportunity to provide feedback to you early in the development process before you spend a significant amount of money and time attempting to submit an application with the City that may or may not have the potential to be successful. The more information that can be shown on the submitted plans will help in providing the best feedback on the proposal.
4. Orient the applicant and their team with City Representatives and will further explain the City's process of application, review, and approval.

WHO ATTENDS?

The City *strongly encourages* the attendance of the project architect and/or engineer in addition to the applicant in order to establish quality communication between the City and the project team. The typical City representatives that attend, which can change without notice, are:

City Representatives: Community Development & Public Works Director
City Planner
City Engineer
Building Official
Building Plans Examiner
Fire Chief
Fire Department Personnel
City Council Representative
Planning Commission Representative

WHAT SHOULD I SUBMIT WITH THE APPLICATION?

Applications and plans must be submitted to the Community Development Department in Suite 108 of City Hall, or by email. Submissions must include a completed application and sufficient drawings and/or plans for the proposed project. Drawings should include an accurate scale and dimensions in addition to information regarding lot layouts, street layouts and tie-ins, building outline, size, setbacks, landscaping, parking areas, and well as project statistics and data. If building elevations are available, please provide them when plans are submitted. Applicants are strongly encouraged to submit drawings and plans digitally in PDF format. Applications submitting drawings and plans in PDF format are not required to submit hard copies of the plans. Faxed plans will not be accepted.

HOW DO I GET ON THE AGENDA?

Projects are assigned to a meeting agenda *by City staff* according to availability. You will be notified once a meeting assignment has been made. Meetings may be cancelled or rescheduled as necessary. Applicants are *strongly encouraged* to submit applications well in advance of desired meetings. Submission of application materials does not guarantee placement on any one meeting agenda.

WHEN AND WHERE ARE THE MEETINGS?

Pre-Development meetings are held on Wednesdays beginning at 3:30 p.m. in the in the Large Conference Room on the second floor of City Hall.

If you have any questions, please call (435) 843-2132.