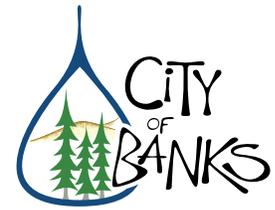


PRE-APPLICATION CONFERENCE REQUEST FORM AND CHECK LIST



The Pre-Application Conference is a private meeting between the applicant and city staff, where development proposals and the city's requirements can be openly discussed before an application is submitted. By meeting at the conceptual stage of development, the applicant will know in advance whether the project conforms to the city's development standards, and the city can suggest modifications which will better serve the needs of the city. The applicant will also be informed of the procedures and requirements of the city's development code, and any policies or regulations that create opportunities or problems for the proposal. Through the Pre-Application Conference process, applications can generally be processed with fewer costly delays and the applicant will know in advance whether the project is likely to be approved by the City.

Please submit one copy and all materials on a USB drive of all of the following information at the time you request a Pre-Application Conference. If there are points you need to make, or questions you need to ask that are not reflected on either side of this form, please write a brief summary of those points or questions and attach the summary to this form. It is important to note that the more information you provide at the pre-application stage, the better the City can assist you in preparing a complete application and expediting the application and public hearings processes.

- ✓ Completed and Signed Pre-Application Request Form.
- ✓ Vicinity Map indicating the general location of the property.
- ✓ Tax Assessor's Map clearly showing the full boundaries of the property.
- ✓ Plot plan of at least 8 1/2" x 11" which clearly shows all of the following information:
 - a) date, north point and scale of drawing;
 - b) lot dimensions of existing and proposed lots;
 - c) location and dimensions of existing and proposed structures;
 - d) location and dimensions of parking and loading areas, including driveways;
 - e) location of existing and proposed landscape areas;
 - f) street name and location of street frontage;
 - g) general topography;
 - h) direction of drainage and location of all drainage easements or waterways;
 - i) location of existing and proposed utilities, including water lines, water meter size, sewer, and storm water drainage;
 - j) location of existing and proposed easements.

ADDITIONAL INFORMATION REQUIRED:

Applicant/Developer:

Name:	Signature:
Address:	Telephone: Fax: Email:

Owner of Record:

(if other than applicant):	Signature:
Tax lot numbers of other properties owned within 250' of this parcel:	

Proposal:

Proposed land use activity, including number of lots, timing of development, and development phases:
Tax lot number(s) and/or street addresses of all parcels involved:
Total site acreage and/or lot size(s): Acreage and/or site of development area:
Current and proposed zoning and comprehensive plan designations, including overlays:
If known, current and proposed water and sewer capacity and availability:
If known, streets which will be used for access to proposed development:
Other information which will be important for the city to consider:

FOR CITY USE ONLY

date received: _____ complete? yes / no _____ pre-app scheduled for: _____ PRE #: _____
 fee paid: _____ missing info: _____ confirmation provided on: _____