

PRE-APPLICATION CONFERENCE AND PROCEDURES



Purpose

The pre-application conference has been developed to:

- Thoroughly familiarize an applicant with City development codes, other applicable codes, and the procedures to complete land use/development applications.
- Review applicant's preliminary site inventory and proposal and to provide specific zoning and development information to the applicant as it relates to site limitations and the proposal.

Required Materials and Scheduling

The applicant submits three (3) collated sets of the following materials (folded to 8 ½" x 11")

- Application form (include brief description of proposal)
- Existing Features Map (structures, topography, trees, creeks, etc.)
- Site Plan drawn to scale
- Fee – City staff can provide you with a copy of the City's Comprehensive Fee Schedule (The pre-application fee is separate from, and in addition to, the deposit fee).

Procedure

During the pre-application meeting, City staff will meet with the applicant **(It is the applicant's responsibility to take appropriate notes throughout the meeting)**. The conference format is:

- Applicant presents proposal overview and introduces any supplemental material.
- City staff outlines applicable Comprehensive Plan, and Municipal Code references.
- City staff and other staff present review City standards and requirements as related to the proposal according to the standards checklist.
- City staff summarizes staff concerns, and reviews formal application procedures and scheduling.

Subsequent pre-application conferences may be scheduled by staff, as necessary, at no extra charge. Additional pre-application conferences requested by the applicant, may require an additional fee.

Pre-Application

Fee: Please refer to the City's Comprehensive Schedule

Applicant

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email: _____

Property Owner

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email: _____

Description of Property:

Street Address or General Location: _____

Tax Map: _____
Property Size: _____
Zoning: _____

Tax Lot(s): _____
(Acres/Square Feet)

Proposal:

I understand that the comments provided by staff at the Pre-Application Conference are preliminary in nature, and that additional concerns may be raised, and additional information may be required after a development application has been submitted.

Applicant's Signature: _____ Date: _____