



PRE-DEVELOPMENT MEETING APPLICATION

Please provide the contact information of those attending the Pre-Development meeting.

Applicant Property Owner Developer Architect Civil Engineer

Name (Primary Contact):		
Company:		
Address:		
City:	State:	Zip:
Phone or Cell:		
Email Address:		

Applicant Property Owner Developer Architect Civil Engineer

Name:		
Company:		
Address:		
City:	State:	Zip:
Phone or Cell:		
Email Address:		

Subject Property Address / Location:		
Subdivision Name:	Lot	Block

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION

- 1) A brief description of proposed operation/development in the space provided below (attach additional sheets as necessary).
- 2) Proposed conceptual site plan, sketch or other graphic information to depict the proposed project.
- 3) List of questions and topics that you wish to discuss.

PLEASE CHECK ALL THE BOXES APPLICABLE TO YOUR PROPOSED PROJECT

<input type="checkbox"/> Zoning – site improvements	<input type="checkbox"/> Zoning – no site improvements
<input type="checkbox"/> Platting or subdividing platted property	<input type="checkbox"/> Non-residential construction – building addition
<input type="checkbox"/> Single-family subdivision construction	<input type="checkbox"/> Expansion / rehabilitation of parking * < 5000SF
<input type="checkbox"/> Non-residential construction (including apartments)- new structure	<input type="checkbox"/> New Water or sanitary sewer tap
<input type="checkbox"/> Land disturbance ≥ 5000SF	
<input type="checkbox"/> Other	

* Includes removal of existing pavement material, however does not include minor pothole repairs and asphalt overlay.

Pre-development comments are intended to provide general guidance for the applicant to later prepare a complete application to the City. Comments do not constitute a formal review of the project. Pre-development comments are preliminary, non-binding, and based on the level of detail provided by the applicant. A subsequent development application is required for formal review of the project.

An applicant or representative must notify staff of a cancellation of a Pre-Development meeting a minimum of 48 hours prior to the scheduled meeting. A Pre-Development meeting will be cancelled if an applicant is more than 15 minutes late.

OFFICE USE ONLY: Pre-Development Meeting Date: _____ Time: _____ Case Number: _____
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