
DEADLINE: Requests submitted by NOON on FRIDAY are generally scheduled for a conference on the following Wednesday.

The Pre-Application Conference is a private meeting between the developer 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 developer will know in advance whether the project conforms with the city's development standards, and the city can suggest modifications which will better serve the needs of the city. The developer 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 developer will know in advance whether the project is likely to be approved by the City.

Please submit ten (10) copies 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, northpoint 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 size 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: _____ Routed to PRB on: _____

Planning

Development

CD Director

Engineering

Fire

Police

Light/Power