



## **Pre-submittal Conference**

PROJECT NAME	
PLEASE PROVIDE THE FOLLOWING INFO	DRMATION
Request:	
Address of Subject Property:	
Name of Applicant:	Phone:
Address of Applicant:	
E-mail of Applicant:	Cell/Fax:
Applicant's Interest in Subject Property:	
Owner Contractor Architect Othe	r:
Name of Property Owner (if different from applicant):	
The Planning Division strives to give the best customer service possible and p based upon the information provided. Answers provided at a pre-submittal constitute a final decision, are not subject to an appeal process, and are information pre-submittal conference constitutes an approval or creates a vesting of any p it is possible that issues may be identified that require additional applications of identified during the conference.	nference are not binding and they do not national only. No direction provided during a roperty right. After an application is submitted

**REQUIRED FEE** 

→ There is no fee for a pre-submittal conference.

## **APPLICATION REQUIREMENTS**

The purpose of the presubmittal conference is to identify the processes that may be required for a proposal and identify any major issues that are readily apparent based on the information provided. The effectiveness of a pre-submittal conference is based on the level of information provided prior to the meeting. This provides staff some time to do basic research to identify necessary approval processes. Information provided by the applicant at the presubmittal conference may necessitate additional time for a response. The information on the next page is required to be submitted with this application. If information on the next page is not provided at least one week prior to the scheduled meeting, the meeting will be cancelled.

## **VIRTUAL MEETINGS**

All pre-submittal meetings will be held virtual via Microsoft Teams. Please provide all email addresses of meeting attendees that will be joining you in the meeting so they can be invited to the meeting.

SUBMITTAL REQUIREMENTS	
1. Please provide a written description of your proposal.	
2. Provide any specific questions you have about your proposal	
3. Attach any concept drawings, sketch plans, site plans, or any other documentation that may help provide direction regarding your proposal.	
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED	
I acknowledge that the purpose and intent of a presubmittal conference is to identify the necessary processes that may be required for my proposal. The direction provided at the presubmittal conference is based on the information provided to the Planning Division and the direction is not binding, does not establish any development	

rights or establish a position of support of the Planning Division. I acknowledge that the information required to be submitted as part of this application must be provided at least one week prior to the scheduled meeting or the

meeting will be cancelled.