PRE-SUBMITTAL CONFERENCE

ABOUT THE MEETING

The purpose of the pre-submittal 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 pre-submittal conference may require additional time for a response. **The information on the following pages is required to be submitted with this application. If the information on the following pages is not provided at least one week prior to the scheduled meeting, the meeting will be canceled. Any documents provided or notes shared may be subject to GRAMA requests per state code 63G-2-103.**

VIRTUAL MEETING

Meetings are held via **Microsoft Teams**.
To receive a meeting invite, provide a list of all participants attending and their email address.

REQUIRED FEES

There is no required fees for a Pre-Submittal Conference.

APPLICANT INFORMATION

PROJECT NAME (optional)

ADDRESS OF SUBJECT PROPERTY

REQUEST

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

APPLICANT'S INTEREST IN PROPERTY (owner's consent required)

○ Owner ○ Architect ○ Contractor ○ Other

IF OTHER, PLEASE LIST

NAME OF PROPERTY OWNER (if different from applicant)

MAILING ADDRESS

DISCLAIMER: The Planning Division strives to give the best customer service and provide direction as accurately as possible based upon the information provided. Answers provided at a pre-submittal conference are not binding and they do not constitute a final decision, are not subject to an appeal process, and are informational only. No direction provided during a pre-submittal conference constitutes an approval or creates a vesting of any property right. After an application is submitted it is possible that issues may be identified that require additional applications or approvals from other entities that were not identified during the conference.

SUBMITTAL REQUIREMENTS

Please provide the following information with your application. Confirm that you have included each of the requirements listed below by adding a check mark for each item.

CHECK	STAFF	REQUIREMENTS
◯	◯	**Written description of your proposal:** • Please indicate the planning processes anticipated to be required for the proposal.
◯	◯	**Specific questions you have about your proposal:**
◯	◯	**Attach supportive materials:** • Concept drawings, sketch plans, site plans, or any other documentation that may help provide direction regarding your proposal.

INCOMPLETE INFORMATION WILL NOT BE ACCEPTED

INITIALS

DISCLAIMER: I acknowledge that the purpose and intent of a pre-submittal conference is to identify the necessary processes that may be required for my proposal. The direction provided at the pre-submittal 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 canceled.**