



## Preliminary Application Conference Meeting Request

Date: \_\_\_\_\_

### GENERAL INFORMATION

Project name: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Phone: \_\_\_\_\_

Street Number and Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

### What is your affiliation with the project?

☐ Property Owner    ☐ Broker    ☐ Prospective Buyer    ☐ Developer    ☐ Design Professional

☐ Other \_\_\_\_\_

Please indicate the primary purpose of this meeting: \_\_\_\_\_

☐ Due Diligence/Fact-Finding    ☐ Project Feasibility    ☐ Project Design    ☐ Ready to submit application

☐ Other \_\_\_\_\_

Have there been previous meetings on this project? ☐ Yes    ☐ No    If yes, Date: \_\_\_\_\_

### PROJECT INFORMATION

Street Address: \_\_\_\_\_

Parcel (Tax ID) #: \_\_\_\_\_ Approximate Acreage: \_\_\_\_\_

Legal Description (Subdivision/Survey): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Overlay District (s): \_\_\_\_\_

What is the current or most recent use for this property? \_\_\_\_\_

Are there any existing buildings on-site? ☐ Yes    ☐ No

### PROJECT DETAILS

Project Type?    ☐ Commercial    ☐ Multi-Family    ☐ Single Family    ☐ Industrial    ☐ Institutional    ☐ Mixed-Use

If the project is Residential please indicate the number of dwelling Units/Lots: \_\_\_\_\_

Proposed building square footage \_\_\_\_\_

Services the business will provide including the number of employees or jobs of proposed business

Please provide a detailed description of the proposed project:

Do you have any Preliminary Site Plans or concepts prepared: ☐ Yes ☐ No (if yes, please attach)

Do you intend to subdivide or combine the property with other parcels: ☐ Yes ☐ No

Are you proposing any buildings: ☐ New Build ☐ Alter/Remodel ☐ Demolish

Add a new parking area? ☐ Yes ☐ No

Construct a new driveway? ☐ Yes ☐ No Propose any new streets? ☐ Yes ☐ No

Propose new or improve water lines? ☐ Yes ☐ No Propose new or improve sewer lines? ☐ Yes ☐ No

Propose any Tree Removal? ☐ Yes ☐ No Any new or existing Septic ☐ Yes ☐ No

Please list your specific questions or topics you would like to focus on:

1. Planning: \_\_\_\_\_

2. Engineering: \_\_\_\_\_

3. Public Works: \_\_\_\_\_

4. Building: \_\_\_\_\_

5. Utilities: \_\_\_\_\_

If you would like to upload any supporting documents pertaining to this project, for this meeting to be most effective, please submit:

- Site Location Map
- Conceptual layout/Site Plan, sketches, or other information depicting the concept of the proposed project
- Any useful information that may be useful for City Staff to assess your project and answer questions regarding development.
- Please email form and conceptual plans to Planning Department.
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