

**MEETING REQUESTS SUBMITTED BY 12:00PM (NOON) ON FRIDAY ARE GENERALLY SCHEDULED THE FOLLOWING WEDNESDAY.**

The purpose of the Pre-Application Conference is to provide the Applicant the opportunity to have a confidential meeting with city staff to discuss a development proposal, the relevant provisions of the development code, and any other city requirements which may need to be addressed within the application to be submitted. By meeting at the conceptual stage of development, the Applicant will know in advance if their development proposal conforms with the city's development standards, or if prior to submittal of the application, modifications to the proposal are necessary to be able to meet the requirements of the code. The Pre-Application Conference helps streamline the application process with the goal of avoiding costly delays to the Applicant and to obtain more timely approval of the application once submitted.

**PROPERTY OWNER:**

**APPLICANT:**

(If Other than Property Owner)

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**SITE INFORMATION:**

Tax lot number(s) and/or street addresses of all parcels involved:  
 \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zone Change?: \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Acreage Proposed for Development: \_\_\_\_\_

Proposed number of units: **RESIDENTIAL:** \_\_\_\_\_ **COMMERCIAL:** \_\_\_\_\_

Current water and sewer capacity and availability?  YES/amount: \_\_\_\_\_  NO  UNKNOWN

Proposed water and sewer capacity and availability?: \_\_\_\_\_

**ACCESS:**

Existing street(s) proposed for access?: \_\_\_\_\_

Number of proposed new streets?: \_\_\_\_\_



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