



PRE-APPLICATION CONFERENCE

THIS SECTION FOR STAFF COMPLETION

CONFERENCE DATE:	TIME:	PROJECT #:
STAFF CONTACT:	FEE:	

Pre-application conferences occur on the first and third Wednesdays of each month. In order to be scheduled for a conference, this form including property owner's signature, the pre-application fee, and accompanying materials must be submitted by 4:00pm at least **15** days before the conference date. Twenty-four hour notice is required to reschedule.

Address of Subject Property (or map/tax lot): _____

Brief Description of Proposal: _____

Applicant's Name: _____

Mailing Address: _____

Phone No: () _____ Email Address: _____

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

- North arrow
- Scale
- Property dimensions
- Streets abutting the property
- Conceptual layout, design and/or building elevations
- Easements (access, utility, all others)
- Access to and from the site, if applicable
- Location of existing trees, highly recommend a tree survey
- Location of creeks and/or wetlands, highly recommend a wetland delineation
- Location of existing utilities (water, sewer, etc.)

Please list any questions or issues that you may have for city staff regarding your proposal:

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

Property owner's signature

Date

Property owner's printed name and mailing address
(if different from above)