



## Pre-Application Conference Request

For Staff to Complete:

**File:**

**Conference Date:**

**Time:**

**Planner:**

**Fee:**

Pre-application conferences are held on the first and third Thursdays of each month between 1:00 pm and 4:00 pm. Appointments must be made by 5:00 pm, **15 days prior** to the meeting date. Applicants may choose either an in-person or virtual meeting.

To schedule a conference, submit this form along with a site plan and accompanying materials through the [Submit a Land Use Application](#) web page. The City will create an invoice for payment.

### Property Owner Information

Name:

Email:

Phone:

Address:

### Applicant Information

Contact Name:

Business Name:

Email:

Phone:

Address:

### Site Information

Tax lot Number(s):

Address of Frontage Street:

Approximate size:

Have you been in recent discussions with any City staff regarding this proposed project?

If so, please provide staff name(s) and department(s):

Staff Name	City Department

## Required Attachments

1. Written Statement including:
  - Detailed description of the proposed project
  - Brief description of the physical context of the site
  
2. List of questions or issues the applicant would like the City to address.
  
3. Dimensional site plan showing:
  - North arrow and scale
  - Location of existing trees (tree survey highly recommended)
  - Streets abutting the property and right-of-way width
  - Location of creeks and/or wetlands (wetland delineation highly recommended)
  - Property dimensions, existing buildings, and building setbacks
  - Slope map (required if slopes are 25% or more)
  - Location of existing utilities (water, sewer, etc.)
  - Conceptual layout, design, proposed buildings, elevations, and setbacks
  - Location of all easements (access, utility, etc.)
  - Vehicle and bicycle parking layout, including calculations of required spaces
  - Existing and proposed access and driveways, including circulation for vehicles, pedestrians, and bicycles (if applicable)
  - Proposed stormwater detention system with topographic contours

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*The undersigned property owner authorizes the requested conference:*

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

*I certify that I am the owner or authorized agent of the owner:*

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S INTEREST IN THE PROPERTY: \_\_\_\_\_

**Notice to Applicant:** *Pre-application conferences are advisory in nature. The information shared during the meeting provides a general overview of relevant considerations and requirements. Staff responses are based on the limited materials available at the time of the conference, and additional issues or requirements may arise as the application is further developed. Failure to discuss a particular item does not waive any applicable standards or requirements. The applicant has the burden of proof to demonstrate that all approval criteria have been satisfied.*