



## Pre-Application Conference Request

For Staff to Complete:

**PA**

**Conference Date:**

**Time:**

**Staff Contact:**

**Fee:**

Pre-application conferences are held on the **first and third Thursdays of the month between 1:00 pm and 4:00 pm**. Appointments must be made by 5:00 pm, 15 days before the meeting date. The applicant has a choice of an in-person or virtual meeting. To schedule a conference, submit this form, a site plan, and accompanying materials through the [Submit a Land Use Application](#) web page. The City will contact you to collect payment. Pre-application notes are valid for 18 months.

### Property Owner Information

Name:

Email:

Phone #:

Address:

### Applicant Information

Name:

Email:

Phone #:

Address:

Address of Subject Property (or tax lot):

### REQUIRED ATTACHMENTS:

- ☐ A project narrative with a detailed description of the proposed project. Briefly describe the physical context of the site.
- ☐ A list of questions or issues the applicant would like the City to address.
- ☐ A dimensional site plan that shows:
  - ☐ North arrow and scale
  - ☐ Location of existing trees (a tree survey is highly recommended)
  - ☐ Streets Abutting the property and width of right of way
  - ☐ Location of creeks and/or wetlands (a wetland delineation is highly recommended)
  - ☐ Property Dimensions, existing buildings, and building setbacks
  - ☐ Slope map (if slope is 25% or more)
  - ☐ Location of existing utilities (water, sewer, etc.)
  - ☐ Conceptual layout, design, proposed buildings, building elevations, and setbacks
  - ☐ Location of all easements (access, utility, etc.)
  - ☐ Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building), if applicable
  - ☐ Location of existing and proposed access and driveways. Include the proposed circulation system for vehicles, pedestrians, and bicycles, if applicable.
  - ☐ Proposed stormwater detention system with topographic contours

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

**APPLICANT:**

**DATE:**

The undersigned property owner authorizes the requested conference and grants city staff the **right of entry** onto the property to review the application.

**PROPERTY OWNER:**

**DATE:**