



Planning Consultation Request

For Staff to Complete:

PC #

Appointment Date:

Time:

Staff Contact:

Fee: \$150

Thirty-minute planning consultations are available Monday through Thursday, between 9:00 am and 3:00 pm. Appointments must be scheduled by 5:00 pm, at least two working days before your desired meeting date. You may choose between an in-person or virtual meeting. To schedule, submit the planning consultation form along with any required materials through the [Submit a Land Use Application](#) web page. The City will contact you to collect payment and set the appointment.

Property Owner Information

Name:

Email:

Phone #:

Address:

Applicant Information

Name:

Email:

Phone #:

Address:

Address of Subject Property (or tax lot):

Required Attachments:

- A brief description of the proposal
- A list of questions or issues the applicant would like the City to address
- A dimensional site plan is optional

Requested Consultation:

- In-person
- Virtual
- Phone
- Written feedback only

Proposed Meeting Day and Time

Appointments must be scheduled by 5:00 pm, at least two working days before your desired meeting date.

Date	Time

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

APPLICANT:

DATE:

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

PROPERTY OWNER:

DATE: