

## Pre-Application Meeting Requirements

Attendance at a pre-application meeting is required prior to submission of a major subdivision review. The purpose of this meeting is:

- a) to acquaint the applicant with the standards and requirements of these regulations;
- b) to review with the applicant the required procedures and application requirements;
- c) to allow staff and other regulatory authorities to identify problematic components of the project and to suggest improvements that will speed the approval process and avoid future costly plan revisions.

### Additional Provisions Regarding Pre-Application Meetings

Pre-application meetings are held every Thursday, beginning at 9:00 a.m. and can be scheduled with staff at least 24 hours in advance of the next regular meeting.

- a) pre-application meetings do not require a formal application or payment of any fee.
- b) conceptual layouts of the proposed subdivision (which are not required to be prepared by design professionals) are encouraged and should include the following:
  - 1) the proposed site;
  - 2) the proposed use;
  - 3) the proposed access; and
  - 4) the proposed density.
- c) discussion during pre-application meetings should focus on:
  - 1) vehicular and pedestrian circulation;
  - 2) improvements needed for new and/or existing infrastructure (water, sewer, traffic);
  - 3) spatial elements such as street and lot layout;
  - 4) connectivity to adjacent properties;
  - 5) open space and recreation areas; and
  - 6) other issues that will facilitate design and development of a better subdivision.

To register for an appointment, download and print this page, then submit the following information to PDS staff via email, postal mail or in-person. Call 859.331.8980 with questions.

Who will be the applicant? \_\_\_\_\_

Contact information: \_\_\_\_\_

What is the general location of the proposal? Address and city: \_\_\_\_\_

or PIDN: \_\_\_\_\_

What road will be providing access? \_\_\_\_\_

How many acres is the proposal? \_\_\_\_\_

Check all that apply if you have a brief description of the proposal for:

- Single-Family Residence       Commercial       Multi-Family Residence       Industrial

Proposed number of lots: \_\_\_\_\_

Check all that apply if there are any public improvements such as:

- streets       storm drainage       sanitary sewer       water systems

Does this project involve a zone change?  No       Yes