

Requirements for Pre-Application Meetings

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

- a) acquaint the applicant with the standards and requirements of these regulations;
- b) review with the applicant the required procedures and application requirements;
- c) 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, provide the following information:

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