



Pre-Application Consultation Request

REQUIRED FOR:

- Concept Plans
- Development Plans
- Uses on Review / Special Uses
- Planned Developments
- Plan Amendments
- Ordinance Amendments

ENCOURAGED FOR:

- Rezoning
- Level 2 Hillside Protection Overlay (City)

Pre-application consultations will be held during the first three weeks of the month. City: TBD | County: Tuesdays, 8:30-10 am

Pre-application consultations will accommodate:

- Review of site plans prior to formal application submittal (required)
- Discussions of property and regulations prior to plan development by applicant (recommended)

APPLICANT INFO

Applicant Name _____ Affiliation _____

Date Filed _____ Target Planning Commission Meeting Date _____ Desired Pre-Submitted Meeting Date _____

Type of Pre-Application Consultation Requested: Site plan review prior to formal submittal of application (required) Discussion of property, zoning, and applicable regulations related to desired use (recommended)

PROPERTY INFO

All correspondence related to this application should be directed to the approved contact listed below.

Project Name _____ Parcel ID _____ Zone _____

Property Address _____ City _____ State _____ ZIP _____

Development Type: Residential Subdivision Commercial Other _____

If Special Use or Use on Review, Proposed Use _____

OWNER INFO

Property Owner Name (if different) _____ Property Owner Address _____ Property Owner Phone _____

Property Address _____ City _____ State _____ ZIP _____

Applicants are required to submit plans for a pre-submittal meeting. For pre-submittal meetings prior to submitting a formal application, please see the general list of drawing standards below.

Pre-submittal meetings are encouraged early in the process, prior to designing a project, to discuss the desired use, property, and applicable regulations. This will enable us to catch potential issues and enable a better outcome. A preliminary, conceptual pre-submittal meeting could be held without engineered drawings to accommodate these types of discussions.

CHECKLIST OF GENERAL REQUIREMENTS

- | | | | |
|------------------------------|-----------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 1. Date of plan on plan sheets |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 2. Location map including: North arrow, adjacent roadways, site boundary lines, any other information needed to locate the site |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 3. Scale drawings which clearly show the following items: |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | A. The following lines with accurate bearings and distances that clearly show the following: |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | I. Lot lines |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | II. Name and location of all existing and proposed roads within and adjacent to the subject property |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | III. Physical environmental characteristics of the site |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | IV. Existing structures on the site |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | V. Utility access or other easements |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 4. Scale drawings which clearly show the following items: |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | A. Topographic contours: |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | I. Existing topographic contours presented at a 2-foot intervals in GRAYSCALE line style |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | II. Proposed topographic contours presented at a 2-foot intervals in a BOLD line style (recommended, not required) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | B. Existing utility locations, on site and adjacent to property |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | C. Proposed utility services to be provided |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 5. Road profiles |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 6. Sight distance verification (if questionable or applicable) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 7. Road and lot layout |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 8. Proposed # of lots (if a property is in the PR (Planned Residential) zone and exceeds the density approved by the Planning Commission, we cannot accept the application) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 9. Preliminary drainage plan showing how water is draining through the site and the locations of any stormwater facilities (if applicable – contact City or County Engineering Departments for more information) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 10. Landscaping plan (if applicable) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 11. Photometric/lighting plans (if applicable) |

Recommended; not required at time of application intake, but may be required during review:

- | | | | |
|------------------------------|-----------------------------|------------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 1. Variance forms (please review hardship criteria prior to design/submittal) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | 2. Grading plan, if in Hillside Protection (HP) area |