**Pre-Application Meeting Requirements**

# Purpose

Pre-application meetings provide initial, general information for a potential project. In preparation for the meeting, staff will review submitted materials for consistency with the applicable codes and ordinances. At the meeting, staff will identify any issues with the proposal and work through the applicant’s questions. The pre-application meeting is recommended for anyone wishing to obtain preliminary site analysis and feasibility information and are required for certain application types. The meeting is generally one-hour in length. Staff present typically includes the Planner, Engineer, Public Works Director and Building Official.

# Submittal Requirements

Complete pre-application application form (attached)

Project narrative with proposed project description

Specific questions the applicant has for staff.

Vicinity map with site clearly identified

Draft site plan can be schematic/hand drawn (the more specific the site plan, the more specific information staff can provide).

Application deposit: $0 first meeting. Subsequent meetings are $250 for short plat/ boundary line adjustments and $500 for all others. Once the deposit amount has been used, applicants will be billed based on staff time.

# Process

* Contact the City Planner by email to schedule the pre-application meeting. Meetings can typically be scheduled within two weeks.
* Approximately one week following the meeting, the City Planner will provide a written summary of the meeting. You are encouraged to keep your own notations regarding the information discussed.

# Please Note

* Review comments are based on pre-application meeting packet information submitted to the City. Pre-application meeting comments are non-binding/ preliminary and are designed to get the applicant “on-track” prior to the submittal of the development applications. Pre-application comments expire after six months, after which a new pre-application meeting may be required at the discretion of staff.
* Once a complete application has been formally submitted and staff have performed the appropriate review of the development submittal, the comments and/or issues discussed within the pre-application meeting may no longer apply and revisions to the submittal may be required.
* The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application.

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| **Project Site Address:** |  |
| **Project Parcel Number(s):** |  |
|  |  |
| **Property Owner’s Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |
|  |  |
| **Applicant/Agent’s Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |

**Project Description:**

**Specific Questions for Staff:**