



PRE-APPLICATION REQUEST

☐ Major ☐ Minor ☐ Fire ☐ 1 hour ☐ ½ hour

Project Address: _____ Parcel
Number(s): _____

Brief Description of
Project: _____

Total Site Size
(acre/sf): _____ Proposed Use: _____

Land Use/Zoning
Designation: _____ Critical areas on
or within 150': ☐ Yes ☐ No

Applicant Name: _____

Representative
(if different): _____

Address: _____

Phone: _____ Email: _____

Please send
invoices to: _____

Address: _____ Email: _____

Property Owners
(if different): _____

Phone: _____ Email: _____

SUBMITTAL CHECKLIST

- ☐ Application
- ☐ Draft Site Plan
- ☐ Questions to Discuss
- ☐ Other documents that will aid discussion

Note:

- A major pre-application meeting includes representatives from planning, building, permitting and utilities.
- A minor, pre-application meeting is with the planning manager.
- Fire can be requested for either meeting but is charged separately.
- All meetings include a written follow-up. This is usually available 2-3 weeks after the meeting.