

# **PRE-APPLICATION CONFERENCE HANDOUT**

1. Prior to filing development plans, the applicant shall confer with staff. The purpose of this conference is to provide an opportunity for the applicant to describe the proposed development, and for City staff to explain relevant land use policies, regulations, and standards that may be applicable to the particulate site and to the type of development being proposed. This is intended to occur before the applicant has invested substantial time and resources or becomes committed to particular concepts or design solutions. For the pre-application conference, an applicant should submit drawings, sketches, and descriptions that describe the proposed development. Only one proposal will be reviewed per pre-application conference.
2. Pre-Application Conferences are held on the 1st and 3<sup>rd</sup> Thursdays of the month. Materials for a pre-application conference must be submitted to the Planning Division at least two weeks prior to the meeting.
3. Materials shall consist of:
  - A. A cover sheet or letter of introduction identifying the property owner(s) and principals involved, including names, addresses, telephone and fax numbers, and e-mail. If the interested parties are not the owner(s), then written authorization of the owner(s) of record shall be included with the preapplication submission. This cover letter should also outline the intended use and projected timeline.
  - B. 15 copies of drawings or sketches with sufficient details to allow staff to analyze the minimum dimensional standards of the underlying zoning district, such as density and setbacks. The application shall also include a tax map showing the property(ies) affected by the proposed development.
  - C. 15 copies of a narrative describing what you intend to do on the property.
  - D. A fee of \$200.00. The fee is applied to the land use application if submitted within one-year of the preapplication meeting.