



# Pre-Submittal Meeting Request

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Updated **MAY 2024**

## NOTICE TO APPLICANTS

Prospective applicants requesting a meeting prior to the submittal of a development application should complete this form. Its purpose is to provide staff with an understanding of the topic, issues, and items to be discussed, allowing staff to prepare and research in advance to best help prospective applicants in moving forward with their project. It is highly recommended that a pre-submittal meeting be held prior to the submission of any application requiring a public hearing. A sketch or concept plan is also highly recommended.

### Applicant Information

Applicant Name	Applicant Phone
Applicant Mailing Address	Applicant Email

### Meeting Information

Type	Preferred Day/Time	Number of Attendees
Purpose (check all that apply)		
<input type="checkbox"/> General fact-finding	<input type="checkbox"/> Concept overview	<input type="checkbox"/> Process
<input type="checkbox"/> Submittal requirements	<input type="checkbox"/> Application type	<input type="checkbox"/> Course correction
		<input type="checkbox"/> Right start, right path
		<input type="checkbox"/> Unsure/undetermined

### Application Information

Type (check all that apply)			
<input type="checkbox"/> Text amendment	<input type="checkbox"/> Map amendment	<input type="checkbox"/> Minor subdivision	<input type="checkbox"/> Minor subdivision
<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional use	<input type="checkbox"/> Site plan	<input type="checkbox"/> Unsure/undetermined

### Site Information

Site Address	PIN
Current Zoning	Acreage
Present Use	Proposed Use

Topics/questions/concerns to be discussed: