



## PRE-APPLICATION CONFERENCE

<b>Applicant</b>	<b>Owner (if different from applicant)</b>
Name:	Name:
Company:	Company:
Address:	Address:
City, State, Zip	City, State, Zip
Phone:	Phone:
Fax:	Fax:
Email:	Email:

### REQUIRED ITEMS FOR PRE-APPLICATION CONFERENCE MEETING

- List of attendees and respective responsibilities in the development.
- List of questions and topics to be discussed.
- Site location map or tax map indication the location of the proposed project
- Written description of the proposed development.
- Conceptual site plan, sketch, or other graphic information to depict the proposed project.

I, the undersigned, request a pre-application conference meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in the form and understand that this meeting does not constitute City review for the purposes of approval or permit issuance. Upon submittal of the appropriate application(s) additional comments are to be expected that are not discussed in this meeting.

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Office Use: Reviewed by Director of Development Services \_\_\_\_/\_\_\_\_/\_\_\_\_