# Pre-Application Conference Application

## Electronic Requirements

Provide all materials digitally as **PDFs** and/or **Word** files**.**

## Written Requirements

**Master Permit Application:** Provide one copy of the Master Land Use Application with original signatures.

**Checklist:** Provide one copy of this completed checklist.

**Written Narrative:** Provide a detailed description of the proposed project including but not limited to the changes to the site, structures, landscaping, lighting, parking and use. In addition, please also address utility, frontage and transportation needs.

## Plans and Graphics Requirements Provide (1) Copies of Scaled Plans (1' = 200 Recommended) the Following:

Dimensions & North Arrow

Site Boundary

Proposed Name of Project

Vicinity Map

Configuration & Dimension of all Proposed Lots & Tracts, Including Proposed Park/Open Space, Drainage

Tracts or Easements, Topography, Grades Including the Maximum & Minimum Density Calculations

N/A  Location of Existing and Proposed Buildings & Structures

Proposed Uses of all Buildings

Height and Conceptual Appearance of Building Facades for all Building Structures <span style="color:red">To be provided with Prelim</span>

Location of Walls and Fences, Height and Construction Material  <span style="color:red">To be provided with Prelim</span>

General Location & Configuration of Proposed Landscaping

Existing and Proposed Exterior Lighting  <span style="color:red">To be provided with Prelim</span>

Location and Layout of Off-Street Parking and Loading Facilities  <span style="color:red">To be provided with Prelim</span>

Name, Location & Width of Existing & Proposed On-Site Streets and Roadway Easements

Location & Width of Existing & Proposed On-Site Pedestrian & Bicycle Facilities <span style="color:red">To be provided with Prelim</span>

Location of Existing & Proposed Public & Private Utilities

Location, Types & Boundaries of Critical Areas, Buffers, Slopes & Archaeologically Significant Features

**Questions:**

Pre-Application conferences address issues related to landuse, building, engineering, fire and utilities. Please list specific questions or issues unique to your project that you would like to discuss at the conference.

## Office Use Only

File # _____      Fees:  $_____

Received By _____      Date Paid: _____

Date Received: _____      Receipt # _____

Procedure:      **Type I**
               **Type II**
               **Type III**
               **Type IV**

Notes _____