

PRE-DEVELOPMENT MEETING SUBMITTAL CHECKLIST

The purpose of a Pre-Development Meeting is to:

- Become familiar with the policies, plans and development requirements of the City
- For staff and to review the general characteristics of the site and the concepts for a proposed project with you
- To discuss the coordination of all necessary permits and procedures

The intent of the Pre-Development Meeting is to save you time and resources in the preparation of the application, and to ensure a smoother overall review process for the permit reviewing staff.

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Checklist](#) for naming conventions and other requirements
- Applications are not complete until fees have been paid
- Comments provided will be based on the information received - applicants are encouraged to provide as much information as possible for a more thorough response.
- Plans and documents provided are not binding and do not vest the project in the event of code changes.
- Pre-development meetings are held 2-3 weeks from a complete application. Typically, on Thursday afternoons.

Submittal Requirements

Project Narrative

- Detail summary of proposal and all associated documents, reports & plans
- Civil improvements narrative
- Development objectives, proposal, and relationship to existing site and its uses
- Type of desired use(s), approximate number and type of residential units, amount, and type of commercial square footage, number of parking stalls

Suggested Preliminary Documents/Drawings

- Preliminary Site Plan or Survey, including proposed structures and other improvements
- Parking locations, including conceptual layout
- Dimensions of property lines and square footage of lot
- Building massing and placement
- Conceptual elevations
- Pictures of existing site and/or digital renderings (optional)

Specific Questions for the City

- Please provide any specific questions you would like to have addressed

This document does not substitute for codes and regulations.
The applicant is responsible for compliance with all codes and regulations.