



# Pre-Development Conference Application

Rev.20171215

## Part 1: Classification of Work

- Remodel/Tenant Improvement (TI)       New Construction  
 Land Development       Addition to an Existing Structure  
 Change of Use or Occupancy – Existing Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
 Parking Lot/Site Work

## Part 2: Basic Project Information

Project Title: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

## Part 3: Contact Information

- Property Owner       Business Owner       Agent/Consultant       Architect

Applicant/Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Part 4: Specific Project Information

Summary of Work Proposed:

Project-specific questions you would like answered during the conference:

- 1)
- 2)
- 3)

*Please attach an additional sheet of paper for more questions as needed*

Pre-Development Conferences (Pre-Devs) are held Thursdays in Conference Room 3B on the third floor of City Hall from 1:15 to 3:15pm. To schedule a Pre-Dev, submit the following information to the Development Services Center a minimum of 8 days prior to the desired Thursday.

## Basic Submittal Requirements

- One (1) Completed Application
- One (1) Digital Copy (PDF) of the Site Plan
- Seven (7) copies of the Site Plan with the details identified below

Please use these checklists to ensure all necessary information has been provided.

## Plan Standards

1. Minimum acceptable size: 11" x 17"
2. Maximum acceptable size: 30" x 42"
3. Plans must be drawn to scale (*Minimum 1" = 20'*)
4. Plans are to be clear and legible

Plans that do not meet these standards will not be accepted.

## Site Plan Requirements

Please provide the following details:

- Primary contact person's name, address, phone number and email address;
- Property owner's names, address, phone number and email address;
- Estimated project valuation/budget and estimated construction start date;
- Standard engineering scale (*i.e. ~ 1" = 20'*);
- North arrow (*Additionally, plans should be oriented north*);
- Address and parcel number(s);
- Vicinity map;
- Property lines/site boundary dimensions;
- Building footprint and area (*include the number of floors and the basement area*);
- Use or occupancy classification of building (*i.e. ~ general office, medical office, retail, multi-family*);
- Construction type, if known (*i.e. ~ V-B, I-A, II-A, etc.*);
- Fire protection equipment (*sprinkler systems, standpipes, alarm systems*);
- Location of existing and proposed fire hydrants;
- Parking layout with number of stalls (*identify ADA Accessible parking locations*);
- On-site circulation showing driveways and loading areas;
- Existing and proposed impervious surfaces (*street improvements, curbs, walks, paving*);
- Existing and proposed parking meters and signage to include street/traffic signs;
- Trash and recycling storage areas (*identify screening, compactor, or front-load container*);
- Location and type of proposed landscaping;
- Existing and proposed dry wells/on-site storm water grass swale areas; *and*
- All utility locations (*existing and proposed, water [identify main size if known], sewer, telephone, cable, power [overhead and underground], and gas*)