

- Completed Pre-application Meeting Form**
- \$150 Meeting Fee**
- Project Description and Questions.** Provide a detailed description of the proposed project including any key issues and questions for staff. Details such as the changes to the site, structure, landscaping, parking and land use should be addressed.
- Plans and Graphics.** All plans, except architectural elevations, should be to scale and should have a maximum sheet size of **11" x 17"** and a minimum sheet size of **8 1/2" x 11"**. One electronic copy and one paper copy shall be submitted.

1. Proposed Site Plan. Applicants are encouraged to provide as much information and detail as available. Below is a list of recommended items to be shown on the site plan:

- Proposed Project Name
- Area of the site (acres or square feet)
- Property location, boundaries and setbacks
- North arrow and scale
- Location of existing utilities (water, sanitary sewer, storm drainage), lots and tracts, buildings and structures, roadways and vehicular circulation system, pedestrian and bicycle facilities, driveways and off-street parking, landscaping, and retaining walls.
- Location and extent of any proposed grading or clearing proposed as part of your development.
- Additional information that would be helpful, if known
 - Location and width of 100 year floodplain (if known)
 - Location and dimensions of proposed lots and tracts
 - Location and dimensions of proposed buildings and structure
 - Internal vehicular circulation system,
 - Location of proposed roadways and roadway easements (public and private)
 - Location and width of proposed on-site pedestrian and bicycle facilities
 - Location and width of proposed on-site driveways and off-street parking
 - Location of existing off-site driveways across the street
 - Location and type of proposed landscaping to be planted on site.
 - Location and extent of any proposed retaining walls, grading or clearing

2. Proposed Architectural Elevations (if applicable and available) List of recommended items to be shown on plans

- a. Building height
- b. Direction each elevation will face
- c. Material elements
- d. Any other features

3. Additional known documentation

- a. Engineering
- b. Geologic/geotechnical analysis
- c. Environmental hazards
- d. Traffic impact analysis
- e. Public utility demands
- f. Project specific elements that require discussion
- g. Anticipated requests for variances from applicable codes or standards necessary or desired to make the project feasible.

4. For Commercial Property (if applicable) List of recommended items to be included

- a. Proposed Average Daily Traffic (ADT) and PM Peak Hour Trips
- b. Need for fire suppression
- c. Utility demands (water, sewer and storm)