

PRE-APPLICATION MEETINGS

GENERAL INFORMATION

Pre-application meetings are required before many types of permits can be submitted to the City. During these meetings City staff inform applicants of policies, plans, and requirements that will apply to their proposed development/project. City staff also provides waivers for specific submittal requirements (as applicable and requested) at pre-application meetings.

SUBMITTAL REQUIREMENTS

Each of the below listed items is required to be filled out and/or uploaded into the City's permit portal to apply for a pre-application meeting.

**** THE MORE INFORMATION APPLICANTS PROVIDE WHEN THEY REQUEST A PRE-APPLICATION MEETING, THE MORE FEEDBACK THEY WILL RECEIVE FROM CITY STAFF TO ASSIST IN ACCURATELY DETERMINING THE FEASIBILITY, COSTS, AND TIMELINES FOR PROJECTS ****

ITEMS REQUIRED TO APPLY FOR A PRE-APPLICATION MEETING

1. PRE-APPLICATION FORM

The required Pre-Application form is accompanying this handout. Applicants are required to download this form, fill it out with the requested information and then upload this document into the City's permit portal. A native PDF document (as opposed to a scanned copy) is required to be uploaded into the City's permit portal. ***Your project description, questions for the City, and all other items (with the exception of site plans) are required to be contained in this document. We will not accept any other attachments.***

2. CONCEPTUAL SITE PLAN

A conceptual site plan containing/showing all of the below-listed items (as applicable) is required to be uploaded into the City's permit portal. These site plans are required to be in a native PDF format before they are uploaded into the permit portal.

- a. North arrow, Scale, Date
- b. Existing parcels assembled, existing zoning and comprehensive plan designations
- c. Vicinity map
- d. Existing sanitary, septic system(s) and/or well(s), buildings
- e. Proposed connection to existing road system and proposed new internal roads
- f. General dimensions of lots, right-of-ways, easements, lot layout
- g. Existing and proposed elevation contours (especially important if existing or proposed grades exceed 10%)
- h. Streams, wetlands and any other critical areas generally known within 100 feet of the project site
- i. Areas within the regulated floodplain
- j. Conceptual drainage proposal showing collection, detention and discharge

3. FEES:

Are only required for applications that are proposing Planned Unit Developments (PUDs). PUD applications will be required to pay a design consultant review of \$500.00 upon submittal of a pre-application. Additional design review fees may be required, and are the responsibility of the applicant.

PROCESS AND TIMING

- Pre-application meetings are held most Tuesdays of the month with the first meeting scheduled at 9:30 a.m. Representatives from the applicable City Departments will be in attendance.
- Due to the number of agenda items, discussion will generally be limited to 50 minutes per project. However, if you feel you may require additional time, please inform our office so we may adjust the schedule accordingly.
- Our Department strives to contact Applicants that submit a Pre-Application meeting request within three business days to schedule their Pre-Application meeting.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.