



COMMUNITY DEVELOPMENT APPLICATION CHECK LIST

PRE-APPLICATION REVIEW FORM

This review is intended to inform prospective developers, investors, or business owners of the City's regulations, codes, and processes that will be applicable to their project. After the submittal has been reviewed, the City will schedule a meeting with the applicant to discuss development issues.

The pre-application meeting constitutes an initial cursory review of the project and is not intended to be final or exhaustive in nature. Additional comments and requirements may be generated at a later time or during plan review.

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- One completed pre-application review form with an original signature from the Applicant
 - Scale, site data table, and other information that will aid in the reviewing of the application
 - Current tax map identifying the site
 - Type of application (i.e. subdivision, site plan, etc.): _____
 - Project Name: _____
 - Address: _____
 - Tax Parcel #(s): _____

 - Tax PPIN #(s): _____
 - Total size of site (sq. ft/acres): _____
 - Current Zoning: _____
 - Subdivision/Block/Lot(s): _____
 - Describe proposed use of the property: _____

 - Is this a developed site or vacant site? Developed Vacant
 - If a developed site, is any expansion to the development requested? Yes No
If yes, describe expansion. _____

APPLICANT INFORMATION: (Will serve as the contact for all correspondence from the City.)

Name: _____ Contact Agent: _____

Mailing Address: _____

Phone #: (_____) _____ Fax #: (_____) _____

Cell #: (_____) _____

Email: _____

Signature: _____

OWNER INFORMATION:

Name: _____ Contact Agent: _____

Mailing Address: _____

Phone #: (_____) _____ Fax #: (_____) _____

Cell #: (_____) _____

Email: _____

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*To be completed by Community Development Department Staff*

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_ Case #: \_\_\_\_\_

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