



MULTI-DEPARTMENT PRE-DEVELOPMENT MEETING

- An applicant may wish to convene a meeting, prior to filing applications for development, with all City departments who may be involved in the development process.
- Departments may include; Community Development/Planning & Zoning, Public Safety, Building Code/Police/Fire, Public Service/Engineering/Streets/Water/Sewer.
- Upon receipt of this application, City staff will have two (2) weeks in which to establish a date/time in which all departments can meet. The meeting will be scheduled for the earliest possible date according to department availability. The applicant must be available during the date/time established by staff.
- City departments will only give preliminary comments based on information provided by the applicant. *No comment by any department shall be taken as final approval nor shall any subsequent change to a plan be assumed to lead to an approval.*
- It is recommended that the applicant supply in advance as much detail as possible/known to aid in the discussion.
- The City will make every effort possible to secure attendance of all departments, however, the City cannot guarantee the attendance of every department and applicant fees are non-refundable.

Project Site Information:

Project Street Address & Parcel Number: _____

Owner of Property: _____

Owner's Mailing Address: _____

City, State and Zip Code: _____

Telephone Number: _____

E-mail: _____

Applicant Information:

Applicant: _____ *Owner *Agent *Representative *Other

Applicant's Mailing Address: _____

City, State and Zip Code: _____

Telephone Number: _____

E-mail: _____

Type of Proposed Development:

Commercial

Office

Industrial

Residential

Brief Description of Project:



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Please Provide Any Dates/Times Applicant is NOT Available:

I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: _____	Date: _____
Signature of Property Owner: _____	Date: _____

FOR OFFICE USE ONLY

Received Stamp:

Fee Amount: \$200

This application and all required supplemental information has been reviewed and is found to be complete.

City Staff

Date