



Pre-Application Conference Application

Pre-Application Conferences are required for most land use applications including land divisions and most commercial building improvements. The meeting is designed to provide feedback on the design of a potential development proposal and the information necessary to submit a complete application. The more detailed information that is submitted, the more useful the meeting is for the applicant. Representatives from the City's Planning and Engineering Divisions as well as partnering agencies such as the Fire Department or utility providers will typically be in attendance and/or provide nonbinding guidance and written notes.

Applicant

Name: _____ Phone: _____

Address: _____

Email Address: _____

Proposed Development

Site Address: _____

Map and Tax Lot(s): _____

Name of Development: _____

Brief Description of Proposal:

Application Materials (Submitted Electronically):

- An existing conditions plan drawn to scale with existing property lines, structures, environmentally sensitive areas (steep slopes, streams, wetlands, riparian corridors, floodplains), streets, driveways, utilities, and significant trees.
- Site plan of the proposed development drawn to scale including proposed property lines, structures, street systems, utilities, open space areas, etc.
- Design Review applications should also include architectural elevations, parking lot design, and general landscape plans
- A list of any specific questions (Optional)
- Fee

Meeting Format Requested (Check One): Virtual Hybrid

All materials identified above are required to schedule a Pre-Application Conferences. Meetings are hybrid and are generally scheduled on Tuesday's at 1:30pm. Pre-Application Conferences are scheduled in the order in which completed applications are submitted, generally 3 weeks from submittal. **Please email your completed application to Cheryl Whitehead, Planning Assistant at cherylw@happyvalleyor.gov.**