[Insert Office or Department Name]

[Insert Planning Administrator Name]

[Insert Address]

 [Insert Contact Phone Number]

[Insert Contact Fax Number]

[Insert Email Address]

[Insert Web Site]

[Insert Jurisdiction Logo]

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| **PRE-APPLICATION CONFERENCE REQUEST FORM** |
| **ADMINISTRATIVE SUMMARY (Staff Use Only)** |
| **Application #** |       | **Date Submitted** |       | **Fee Required** |       | **Fee Paid** |       |
| **Pre-Application Conference Date** |       | **Assigned Case Manager** |  |
|  |
| **APPLICANT/CONTACT INFORMATION** |
| **APPLICANT INFORMATION** | **CONTACT INFORMATION (Same as Applicant?** **[ ] )** |
| **Applicant Name** |       | **Contact Name** |       |
| **Address** |       | **Address** |       |
| **City, State, Zip** |       | **City, State, Zip** |       |
| **Telephone** |        | **Telephone**  |        |
| **Fax** |       | **Fax** |       |
| **Email** |       | **Email** |       |
|  |
| **PROJECT SUMMARY** |
| **Project Type (Select All Applicable)** |
| **Zoning Permit (Optional)** | **[ ]**  | **Special Use Permit (Required)** | **[ ]**  | **Zoning Map Amendment (Required)** | **[ ]**  |
|  **Administrative Adjustment (Optional)**  | **[ ]**  | **Major Site Plan (Required)** | **[ ]**  | **Planned Development (Required)** | **[ ]**  |
| **Variance (Optional)** | **[ ]**  | **Minor Subdivision (Required)** | **[ ]**  | **Planned Industrial Development (Required)** | **[ ]**  |
| **Minor Site Plan (Optional)** | **[ ]**  | **Major Subdivision (Required)** | **[ ]**  | **Planned Neighborhood Development (Required)** | **[ ]**  |
| **Major Site Plan (Required)** | **[ ]**  | **Special Use Permit (Required)** | **[ ]**  | **Text Amendment (Optional)** | **[ ]**  |
| **Project Address:** |       |
| **Parcel 1 – Assessor’s Parcel ID Number** | **Parcel 2 – Assessor’s Parcel ID Number (if needed)** | **Parcel 3 – Assessor’s Parcel ID Number (if needed)** |
|       |       |       |
| **Designated Future Land Use Category** | **Current Regional Growth Sector** | **Current Context Area(s)** | **Current Zone District(s)** |
|       |       |       |       |
| **Is there a current application associated with this project?** |       |
| **Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)** |
|       |
|  |
| **SIGNATURES** |
| **Signature of Applicant** | **Date** | **Signature of Property Owner’s (If not the Applicant)** | **Date** |
|  |       |  |       |