[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]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | |
|  | | | | | | |  |  | | | |  | | |