PRE-APPLICATION MEETING REQUEST FORM

Pre-application meetings are required prior to the submittal of any application that requires a public hearing and must be held no more than 4 months prior to application submittal.

Project/Subdivision:

Name: ___________________________ Address/Location: ___________________________

Site Information:

Parcel Number(s): ___________________________ Total Acres: ___________________________

Number of Proposed Building Lots: ______ Number of Units: ______ Current Zoning: ______ Proposed Zoning: ______

Property Owner Contact Info:

Name: ___________________________ Address: ___________________________

Phone Number: __________________ Fax Number: __________________ E-mail Address: __________________

Applicant/Representative Contact Info (if different):

Name: ___________________________ Address: ___________________________

Phone Number: __________________ Fax Number: __________________ E-mail Address: __________________

Type of Application(s):

☐ Annexation & Zoning (bring concept plan) ☐ Preliminary/Final Plat Combination (bring draft plat)
☐ City Council Review ☐ Rezone (bring concept plan if new development)
☐ Comprehensive Plan Map/Text Amendment ☐ Short Plat (bring draft plat)
☐ Conditional Use Permit (bring site plan) ☐ Time Extension (Commission or Council)
☐ Conditional Use Permit Modification (bring site plan) ☐ Vacation (non-exempt & non right-of-way)
☐ Development Agreement Modification ☐ Variance
☐ Planned Unit Development (bring site plan) ☐ Unified Development Code Amendment
☐ Preliminary Plat (bring draft plat) ☐ Other ___________________________

Please list all persons who will attend the pre-application meeting: (Please include property owner)

Specific Questions/Issues: __________________________________________

__________________________________________

__________________________________________

__________________________________________

This completed form must be submitted to the Community Development Department at least 48 hours before your requested meeting time. A Planner will confirm the meeting by either phone or e-mail.

Note: A Traffic Impact Study (TIS) will be required by ACHD for large commercial projects and any residential development with over 100 units. It is the applicant’s responsibility to contact & transmit the TIS to ACHD. To avoid unnecessary delays & expedite the hearing process, applicants are encouraged to submit the TIS to ACHD prior to submitting their application to the City. Not having ACHD comments and/or conditions on large projects may delay hearing(s) at the City. Please contact Mindy Wallace at 387-6178 or Christy Little at 387-6144 at ACHD to determine if a TIS is required or for any questions in regard to ACHD conditions, impact fees and process.