

Pre-Application Meeting

PZ-PRE APP

ONLINE SUBMITTAL REQUIREMENTS:

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- Typewritten Narrative of project describing specifically (as applicable):
 - Future plans and permits desired/required if known
 - Uses/activities and structures existing on the site currently
 - Proposed hours and dates of operation
 - Traffic impacts and anticipated number of vehicles onsite, general traffic flow
 - Exterior lighting and signage
 - Activities to be held onsite as applicable to the requested permit
 - Number of employees or customers
 - Proposed splits to the property if applicable
- Site Plan (may be a rough sketch) showing the following:
 - Property boundaries
 - Existing and proposed structures, Uses, and splits as applicable
 - Locations of driveways, pedestrian walks, landscaped areas, large vegetation, notable topography of the site, fences, walls, and off-street parking areas
 - Easements and vehicular/pedestrian access paths to/from/around the site