



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? <input type="checkbox"/>)	
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) <input type="checkbox"/>	Special Use Permit (Required) <input type="checkbox"/>	Zoning Map Amendment (Required) <input type="checkbox"/>	
Administrative Adjustment (Optional) <input type="checkbox"/>	Major Site Plan (Required) <input type="checkbox"/>	Planned Development (Required) <input type="checkbox"/>	
Variance (Optional) <input type="checkbox"/>	Minor Subdivision (Required) <input type="checkbox"/>	Planned Industrial Development (Required) <input type="checkbox"/>	
Minor Site Plan (Optional) <input type="checkbox"/>	Major Subdivision (Required) <input type="checkbox"/>	Planned Neighborhood Development (Required) <input type="checkbox"/>	
Major Site Plan (Required) <input type="checkbox"/>	Appeal of Admin, Decision (Required) <input type="checkbox"/>	Text Amendment (Optional) <input type="checkbox"/>	
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)	
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