



## PRE-APPLICATION CONFERENCE REQUEST FORM

Project number (for office use) \_\_\_\_\_

Conference date and time (for office use) \_\_\_\_\_

Submit this request form along with three sets of the following:

- Site plan with property lines and dimensions and showing as much pertinent information as possible, including such things as structures, roads, driveways, critical areas (wetlands, streams, steep slopes, shorelines) and parking,
- Written narrative describing all relevant details of the proposed use

The submittal documents need not be professionally prepared, but should be clear enough to easily identify the proposal. You will be notified of the time and date of the conference, which typically are scheduled within two weeks of receiving the pre-application conference request.

Project Title \_\_\_\_\_

Site Address \_\_\_\_\_ Site Parcel Number(s) \_\_\_\_\_ Zoning \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Attorney (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

If the applicant or an applicant's agent will be represented at the conference by an attorney, the applicant must notify the City at the time that the pre-application conference request is submitted. If an attorney for the applicant or the applicant's agent arrives at the pre-application conference without advance notice, the conference will be cancelled and re-scheduled.

*(Continued from page 1)*

Project Description: \_\_\_\_\_  
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Questions: \_\_\_\_\_  
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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_