



Pre-Application Information



CONTACT INFORMATION

The Applicant is considered the **primary contact**. Please list any additional contacts in a narrative or on a separate sheet.

Applicant	Current Property Owner	(if not the Applicant)
Name: _____		
Company: _____		
Mailing Address: _____		
Primary Phone # _____ <input type="checkbox"/> cell <input type="checkbox"/> office <input type="checkbox"/> cell <input type="checkbox"/> home/office		
Email: _____		
Relationship with Project:		<p>Please Note! If the Applicant is not the current property owner, include Form O or a letter from the owner that acknowledges their authorization for the Applicant to submit this particular application.</p>
<input type="checkbox"/> Current Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Consultant/Rep. <input type="checkbox"/> Engineer <input type="checkbox"/> Surveyor <input type="checkbox"/> Architect <input type="checkbox"/> Contractor/Builder		
<input type="checkbox"/> Other (specify): _____		

PROPERTY INFORMATION

Address/Location in City: _____

Zoning District(s): _____ Zoning Overlay District(s): _____

Property Size: _____ Current Status of Property: fully developed partially developed undeveloped

PROPOSED APPLICATION

Please include a **project narrative**, containing the following details:

- a proposed project name and the intent of the application (*new building, subdivision, map amendment, etc.*)
- a description of land use activities upon completion of the project
- property information and existing site conditions
- any specific issues, requests, or actions for Staff or other review entities to consider prior to a submittal

Please indicate the **type of application** to be applied for (select all that apply):

- Amendment (*text or map*) Site Development Review Land Division (*partition or subdivision*)
- Other (*specify*): _____

Will you be seeking a variance, adjustment, or a conditional land use as part of the above application? yes no

OFFICE USE	File Number:	Fee Paid:	Receipt #
	Notes:	Updated: 01/2020	