



# Pre-Application Conference Permit Checklist

**Project File Number:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The city provides pre-application conferences and review pursuant to LSMC 14.16A.220(d). A pre-application review allows affected city departments and partner agencies to comment on proposals prior to a formal application, which helps ensure that future applications are more complete and correct. City staff recommends applicants attend pre-application conferences for all projects (especially for Type III, IV or V reviews, and/or projects that require design review). The municipal code **requires** pre-application conferences for conditional use permits (LSMC 14.16C.045), planned neighborhood developments (14.16C.080), and planned actions (LSMC 14.38.120).

## Required Submittal Items (5 copies)

Applicant / Staff Verify

- /  Completed Pre-Application Conference Application Form
- /  Preliminary Plans (information that is more complete will likely result in better feedback)
- /  A brief narrative of the project that describes current site conditions (topography, access, known critical areas, etc), development goals (e.g., proposed land uses), and development intensity (e.g., commercial square feet, number of dwelling units, etc)
- /  Draft Environmental Checklist (if applicable)
- /  Any preliminary reports produced for the project (if applicable)
- /  Specific questions you would like addressed (if applicable)
- /  Intake Fee (\$400.00 w/o Consultant Review; \$1,100 w/Consultant Review; credited toward application fee if the city receives a formal application received within 12 months from date of pre-application conference)
- /  Other materials required by Planning Director (see permit requirements for mandatory pre-application reviews)

## Minimum Requirements

Applicant / Staff Verify

- /  Basic site plan including the following items as applicable:
  - /  Existing and new lots;
  - /  Existing and proposed structures;
  - /  Approximate vehicle circulation, access, and parking areas;
  - /  Approximate location of landscaping and any site proposed easements;
  - /  Proposed grading areas and stormwater detention; and
  - /  Location of critical areas

**Pre-application reviews and conferences are non-binding. Future review of the development proposal will be based on applicable code requirements and development standards in effect at the time of application.**