PRE-APPLICATION MEETING CHECKLIST

Pre-application meetings are required prior to filing applications with the Development Services Department.

- These are not meetings to discuss "what can be done with this property".

These are informal meetings where City staff provides verbal comments and advice to applicants who are preparing to file an application.

- The type of application determines what members of the Development Review Committee will attend.

- In-person attendance is preferred, but is not necessary; however, the fee applies in either case.

☐ Payment & Processing: Applications and payments are only accepted online through ProjectDox

☐ Complete Application: Incomplete applications cannot be accepted. City staff will contact the applicant and coordinate a meeting time after a complete application and payment are made.

☐ Duration: Meetings are for one (1) hour, any time over requires payment of the base fee in 15-minute increments.

☐ Fee: See the Fee Schedule for the current rates.

☐ Proof of Ownership: Warranty Deed or property appraiser's information from www.bcpa.net

☐ Plan or Documents: Provide any documents and plans involved with the proposal so City staff has the opportunity to review in advance of the meeting. Site Plans and / or plans must be clearly drawn depicting proposed uses and improvements dimensioned with maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi. Hand drawings can only be accepted if they are professionally drafted.

PRE-APPLICATION MEETING FORM

Subject Property Address: _____

Subject Folio Number(s): _____

Description of Request:

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AUTHORIZED AGENT INFORMATION

Name: _____

Address: _____

Phone Number: _____   Email Address: _____

APPLICANT INFORMATION
(IF DIFFERENT THAN THE PROPERTY OWNER)

Name: _____

Address: _____

Phone Number: _____   Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone Number: _____   Email Address: _____