

Pre-Application Meeting Agenda

1. Introductions - Staff
2. Statement of Purpose
 - a. Familiarize with Staff
 - b. Sign attendance sheet
 - c. Process Overview
 - d. Staff Comments of Development Issues
3. Applicant Summary of Project – should be brief and basic
4. Overview of Development Process
 - i. Zoning
 - ii. Preliminary Plat
 - iii. Site Plan (site plan, landscape plan, elevations)
 - iv. Engineering (only with approved site plan)
 - v. Final Plat (only with approved engineering plans)
 - vi. Building Plans (only with approved engineering plans and Final Plat)
 - vii. Sign Permitting
 - b. Online Resources: Website and E-TrakIT
 - c. Provide needed forms or other documents
5. City Staff Comments
 - a. Planning
 - b. Engineering
 - c. Fire
 - d. Building
 - e. Code Enforcement
 - f. Parks
6. Closing Comments