



PRE-APPLICATION MEETING

Planning & Building Department
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A Pre-Application Meeting is an opportunity for developers and their representatives to meet with Town staff to discuss preliminary studies, issues, or concerns of a proposed project. The intent of the meeting is to identify and/or eliminate potential problems prior to a project being submitted. Therefore, the more thoroughly the information provided, the better Town Staff can assist you.

Applicants are encouraged to bring to the meeting those representatives who will be working on the project during its design/approval stage. The Pre-Application meeting will help you become familiar with Town design standards, plan submittal requirements and permits specific to your proposal, as well as the permitting process in general. The fee for a Pre-Application meeting is **\$210.00 and needs to be scheduled 2 weeks in advance for a mutually agreed upon time, allowing outside consultant's time to plan to attend.**

***** PROJECT INFORMATION *****

Project Name: _____

Site Address: _____ PC Parcel # _____

Project Coordinator/Contact Name: _____ Phone # _____

Company Name: _____ Email Address: _____

Description of Proposed Project: _____

Project Zoning: _____ Current building use: _____

You are not required to submit engineering or construction plans currently. However, you are required to submit one set of the following electronically via email or zip drive in PDF format.

- ___ Site Plan drawn to scale, showing property lines, setbacks, and all lot dimensions.
- ___ Vicinity map showing surrounding roads and lots. Include North Arrow.
- ___ All public and private roads, driveway access
- ___ Existing and proposed utilities/easements on site, including hydrant locations, waterlines, sewer and storm lines, streetlights, and any wells and/or septic tanks and drain field areas
- ___ All major man-made and natural features; streams, creeks, slopes, drainage ditches, railroad tracks, etc.
- ___ Show proximity to river environment if less than **200** feet from river
- ___ Building dimensions including height and number of stories.
- ___ Paved and parking areas including parking location, maneuvering areas, loading areas, ADA parking stalls, walkways, etc.
- ___ Proposed trash dumpster location, outside storage areas, including type of surface and products to be stored
- ___ Footprint of existing and/or proposed structure
- ___ General layout of structure
- ___ Exits and exiting pattern