



## Pre-Application Meeting Request Checklist

Will the project occur in phases? Yes ☐ No ☐

Is the parcel currently developed? Yes ☐ No ☐

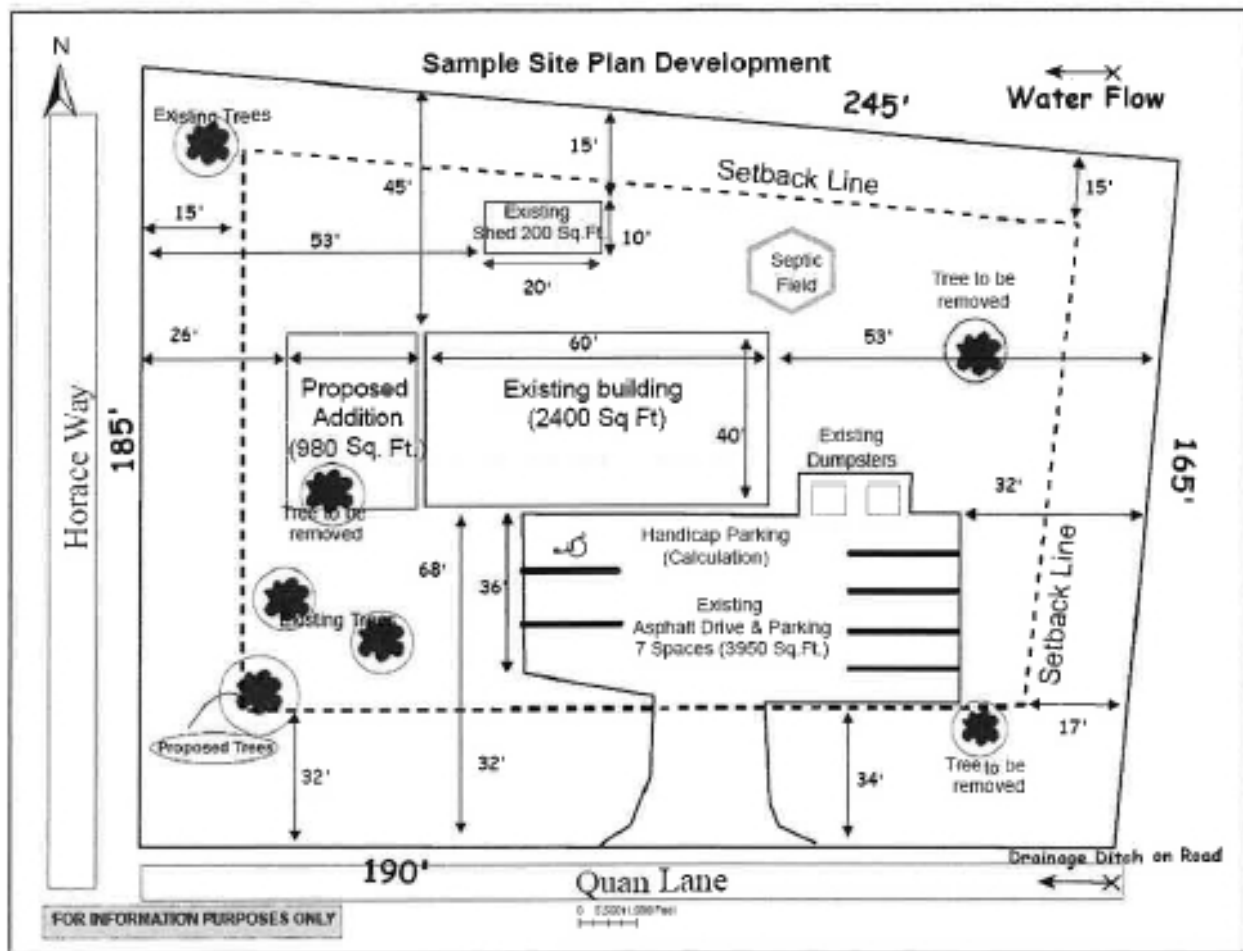
**DESCRIPTION OF REQUEST** (attach separately)

**PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE SO THAT STAFF CAN BE PREPARED TO ADDRESS YOUR QUESTIONS.**

### Submittal Requirements:

1. A transmittal letter from the applicant naming the project.
2. A narrative explaining the proposed development. Include information of size of property, number of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
3. Preliminary development plans drawn to scale (no less than 1 to 20) that show all required information. Preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11" x 17".
4. Draw or sketch the property boundaries to scale or, in as much as possible, proportionally to its dimensions. Include the actual dimensions (length) or each side of the property. Using a dotted line, show the required building setback distance.
5. Show all structures and provide total square footage (length x width) proposed.
6. Show the driveways and parking area dimensions and include the number of parking spaces existing and proposed.
7. Show distances of all structures to the property line.
8. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan.
9. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right -of -way (roadside ditches, curbs , drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the stormwater from the property flows.

10. A thumb drive with all of the above information included. Each document must be in an individual PDF format (ex: A five-page form is to be converted into ONE PDF document.)



PLEASE NOTE THERE IS A \$550 PER HOUR FILING FEE REQUIRED.

**DO NOT WRITE BELOW THIS LINE**

Received Date Stamp: \_\_\_\_\_ Received by: \_\_\_\_\_

PRE Application Number: \_\_\_\_\_ Pre-Application Meeting Date: \_\_\_\_\_