



PRE-DEVELOPMENT MEETING REQUEST

**MEETING FEE: \$500.00**

CONTACT'S NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROPERTY ID#: \_\_\_\_\_

**REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING**

- ❖ List of attendees and respective responsibilities in the development.
- ❖ List of questions and topics to be discussed.
- ❖ Site location map or tax map indicating the location of the proposed project.
- ❖ Written description of the proposed development
- ❖ Conceptual site plan, sketch, or other graphic information to depict the proposed project, which should include the following at a minimum:
  - Approximate property boundary information – dimensions of property lines and acreage
  - Information regarding adjacent roadway(s) – right of way width, pavement type & width
  - Existing Public Water and Sanitary Sewer Utility Information
  - Conceptual Site Drainage Plan
- ❖ Payment of meeting Fee \$500.00

**This application with the required documents, are *necessary at least 3 business days before the meeting* so Town Staff can be prepared. The meeting fee of \$500.00 is payable at the time of the meeting.**

**I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested on this form along with payment of \$500.00, and I understand that this meeting does not constitute Town review for the purposes of approval or permit issuance. Furthermore, I understand that this is not a development permit application and no permit is expected to be issued as a result of this meeting.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name