



**PRE-DEVELOPMENT CONFERENCE FORM**

Staff: \_\_\_\_\_

Receipt # \_\_\_\_\_

File# \_\_\_\_\_

Appt. Date: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Appt. Time \_\_\_\_\_

Print Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Print Applicant (*If not owner*): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Print Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Township	Range	Section	Tax Lot(s)	Acres	Zone

Subject property addresses(es): \_\_\_\_\_

Describe Proposal: \_\_\_\_\_

Please check one of the two boxes below for the type of Pre-Development appointment you would like to schedule. **Payment and pre-development form along with questions to be addressed at meeting must be received prior to scheduling a meeting.**

**PRE-DEVELOPMENT CONFERENCE** .....\$ 500

Prior to submitting a land division application an applicant shall provide a letter of intent to divide with a concept plan map for review by the Planning Official. The Planning Official may require a pre-development conference with the applicant and all affected agencies prior to acceptance of a land division application.

**PRE-DEVELOPMENT MEETING** .....\$ 130

(2 Staff members only/1hour or less). **This meeting cannot be used as a substitute for a Pre-Development Conference.** If after having a pre-development conference an applicant needs additional meeting time (1hour or less) a pre-development meeting may be scheduled. If the Planning Official determines a pre-development conference is not necessary, a pre-development meeting may be requested by the applicant.

**Disclaimer: The information provided at the Pre-Application conference/meeting is valid on the date of the conference and may not include all of the provisions within the applicable ordinances. Applicant will be responsible for addressing all applicable provisions within the Land Development/Division Ordinances. Any changes in the property owner(s)/applicant proposal or City/State regulations may render the information invalid.**

Property Owner Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Agent Signature: \_\_\_\_\_