



Date Stamp

# APPLICATION SUBMITTAL CHECKLIST for Team Pre-Application Meeting

*This form is to submit information for a Team Pre-Application meeting and to schedule a meeting date. This form should be submitted after you have submitted a Service Request and have spoken with your assigned planner. This is the first step in the review process.*

I understand that by initialing the items below, that the Team Pre-Application meeting will not be scheduled unless all of the following items are included.

**PLEASE INITIAL EACH ITEM**

1. \_\_\_\_\_ Service Request Number: SR Project Planner \_\_\_\_\_
2. \_\_\_\_\_ Site Plan, size 24" x 36" minimum, drawn to scale (10 copies)\*
3. \_\_\_\_\_ Project Narrative (11 copies)
4. \_\_\_\_\_ Current Aerial Photograph with the Subject Property Highlighted (10 copies)
5. \_\_\_\_\_ Current Parcel Map with the Subject Property Highlighted (10 copies)
6. \_\_\_\_\_ Photographs of the Site (10 sets)
7. \_\_\_\_\_ Conceptual Elevations, Landscape and Grading/Drainage Plans (10 copies)\*
8. \_\_\_\_\_ Filing Fee: \$ \_\_\_\_\_

**FOLD PLANS MARKED WITH AN \* TO 9" X 12"**

Project Name: \_\_\_\_\_

Address of the Site: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

Proposed Use (be specific): \_\_\_\_\_

\_\_\_\_\_

Council District: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant / Date

\_\_\_\_\_  
Printed Name

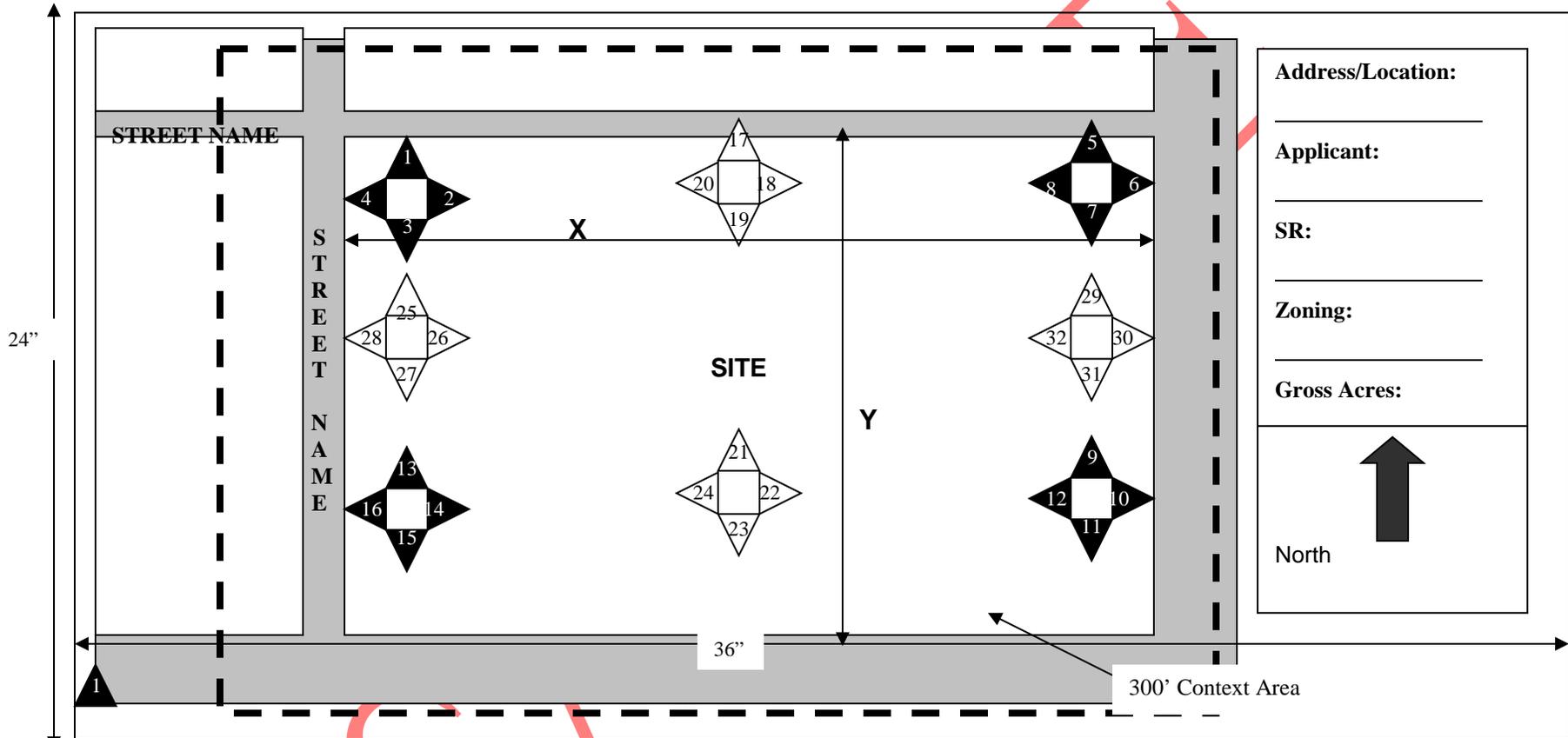
\_\_\_\_\_  
Company (if applicable)

\_\_\_\_\_  
Phone

# PHOTOGRAPH CONTEXT PLAN

*Graphic provided is for example only. Submittals may vary, but must be folded to 9" x 12" maximum.  
This information can be included on the site plan submitted as part of the Team Pre-Application packet.*

## EXISTING CONDITIONS EXHIBIT



*Note: All applicants are expected to provide photographs number 1 – 16.  
If distance 'X' is greater than 500 feet, also take photographs number 17 – 24.  
If distance 'Y' is greater than 500 feet, also take photographs number 25-32.  
Color photographs keyed to the site are to be taken at the curb and along property boundaries indicating perimeter conditions and adjacent properties.*

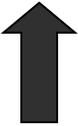
**Address/Location:**  
\_\_\_\_\_

**Applicant:**  
\_\_\_\_\_

**SR:**  
\_\_\_\_\_

**Zoning:**  
\_\_\_\_\_

**Gross Acres:**  
\_\_\_\_\_

  
 North