



Pre-Development Meeting

Project Information

Status

- ☐ Concept - location and project have been identified, but architectural and engineering drawings have not been completed
- ☐ Pre-Submission - architectural and engineering drawings are nearing completion, but have not been submitted for review
- ☐ Post-Submission - the project plans have been submitted and the project may be underway, but a need has developed to change or correct

Project Address

Project Name

Project Description

Construction Type

- ☐ New Construction
- ☐ Remodel (no new square footage)
- ☐ Expansion (new square footage)

Anticipated Commencement

Anticipated Completion

Any specific questions you have regarding your project?

Scheduling Contact

First Name

Last Name

Project Role

Job Title

Phone Number

Email

Company

Company Street Address

City

State

Zip

Meeting Information

Available Meeting Times

Provide at least 3 times you are available. Meetings will be scheduled 2-3 weeks out.

Project Staff

Include name, role, phone number, and email address. Possible attendees include project owners, owner's rep, architect, general contractor, and engineer.

List any staff members you have been working with in Economic Development, Planning and Zoning, Building Inspection, Fire Inspection, Engineering, Environmental, Transportation, or Health Department.