

Pre-Application Meeting Narrative

In order to provide staff with as much information on your proposed project as possible, please comment below. All items may not apply to every project.

Project Name	
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Please provide a brief description of your project:

A. General information. Provide a general statement as to the proposed use of the property for each of the following:

Project Type (Residential, Commercial or Industrial)	
Location (address and nearest intersection)	
Existing Conditions	
Proposed Uses	
Gross area of proposed and existing structures (include overall dimensions)	
Type of Residential (single-family attached, multi family, etc.)	
Type of Commercial (retail, service, etc.)	

Type of Industrial (warehousing, distribution, manufacturing, etc.)	
Does this proposal include outside storage?	
Does this proposal include any other site functions?	
Does this proposal include phasing for development?	
What is the anticipated development timeline?	

B. Operations Plan. Provide an explanation for how the user and/or property functions:

Hours of Operation	
Number of Employees	
Number of Shifts	
Number of Residential Units	
Number of Buildings	
Number of Proposed Parking Spaces	
Proposed street(s) for access	

C. Description of Proposed Structures/Additions. Provide a statement addressing the following exterior items:

Architecture to include materials and colors	
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D. Do you have any specific questions or concerns regarding your proposed development?

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