



PRE-FILING MEETING

COMPREHENSIVE CHECKLIST OF MEETING REQUIREMENTS

Each applicant is required to hold a pre-filing meeting with city staff at least **two weeks** prior to the submission of an application. Please note, an application cannot be submitted without first holding a pre-filing conference, unless all parties (city staff and developer) have unanimously agreed to waive the pre-filing requirement. This meeting is a great opportunity for applicants and city staff to ask any final questions and for city staff to provide preliminary feedback to the applicant for revisions prior to the filing deadline. For a successful pre-filing meeting, please be prepared to discuss the following:

CHECKLIST

- Property Information
 - Aerial Photograph of the property
 - Property owner information
 - Status of property control
 - Acreage of property
 - Legal description of property
- Preliminary site plan
 - Layout of proposed development elements
 - Statement of proposed uses
 - Statement of consistency with Comprehensive Master Plan
- Preliminary utility plan
- Preliminary building elevations including materials
- Preliminary landscaping plan
- Due diligence analysis
 - ALTA/Title survey
 - Wetland delineation
 - Phase I ESA
 - Geotechnical analysis
 - Offsite easement identification