

# Pre-Application Conference Submittal Requirements Checklist

**THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN REQUESTING A PRE-APPLICATION CONFERENCE:**

A. The completed original application with all of the required signatures.

B. Seven(7) copies of a Preliminary Site Plan, on sheets a minimum of 11x17 (22"x34" preferred) plus seven (7) copies of a reduced plan to 8 ½ "x11" must be submitted for a Pre-Application Meeting. Plans must be sized, scaled, and detailed to be legible to review staff. The following items are guidelines for the preparation of the Preliminary Site Plan:

1. Applicant's name, address, and phone number.
2. North arrow, engineering scale and date of plan.
3. Site address and Grant County tax identification number.
4. Vicinity map clearly showing the project site in relations to surrounding streets and other nearby parcels.
5. Dimensions of the parcel(s) and any individual lots and lot numbers.
6. Location, size in square feet and use of all existing buildings on site.
7. Location and width of existing and proposed easements for access, drainage, utilities, etc., existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street.
8. Driveways within 300 feet of the site.

9. Proposed phasing boundaries (if applicable)
10. Any watercourse (stream, drainage, etc.)
11. All Critical Areas such as unstable/steep slopes, flood plains, floodways or wetlands on or adjacent to the site.
12. Location of all fire hydrants within 500 feet of the property.
13. Location of all utility poles, streetlights, etc., in the public right-of-way adjacent to the site.
14. Conceptual water, sewer and stormwater design (if unknown)
15. Proposed building footprint and parking layout
16. Location and area of all existing and proposed impervious surfaces
17. Estimated project valuation

C. Provide seven(7) copies of a written narrative describing in detail the proposed development, including uses, number of stories and type of construction. This narrative should also discuss how necessary service/facilities are, or will be available to serve the proposed development.

D. One (1) set of site photographs.

E. Seven (7) copies of a list of questions for staff (optional)

F. Seven (7) copies of a list of major issues related to the project and known code alternatives to be requested.

G. Seven (7) copies of any additional supporting documents submitted with the application.

**All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete. The pre-application conference will be scheduled within 5 days of receipt of a complete application and the conference will be held no earlier than 15-20 working days of receipt of a complete application. It is the applicant's responsibility to keep the city informed of contact information changes.**

