



Design Committee Pre-Application Meeting Request

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The objective of the design review process is to involve the City in the earliest possible time in the development and design of a project and to work with the applicant in an iterative process of review and design. The review process is intended to be flexible and tailored to the needs of the project and the applicant.

The checklist and required materials are due **seven (7) business days** prior to the Design Committee meeting. Late submissions will not be accepted under any circumstances. Meetings are held on the first and third Monday of the month. Design Review is a volunteer committee and requires at least three members present to vote on an application.

APPLICANT

Name:

Proposed Site Address:

Date of Requested Meeting:

PROJECT INFORMATION

Proposed Use:

Surrounding Uses:

Zoning:

Comprehensive Plan Designation

Is the property located in the 100 year flood plain?

YES

NO

List the locations of any potential wildlife habitat areas on the property

List the locations of bus stops and pedestrian pathways within ¼ mile of the property

List any easements and locations of water, sewer and irrigation

Provide PDFs and one (1) large copy of the following:

1. Elevations (working draft)
2. Landscaping Plan (working draft)
3. Site Plan, including surrounding development (working draft)
4. Vicinity Map