



How to Prepare for a Presubmittal Meeting - Planning Applications

Use this form is to make the most of your Presubmittal Meeting.

Presubmittal Meetings are an opportunity to thoroughly discuss the proposal, submittal requirements, and Preconsultation Application requirements for the Planning Application types below. The purpose of the meeting is to ensure a complete submittal and understanding of all submittal requirements. The best way to expedite the review of any Planning Application is to start with a complete submittal.

Presubmittal Meetings are required for the following Planning Application types:

- Major Adjustment
- Major Adjustment - Floodplain
- Major Adjustment - Sign
- Minor Adjustment
- Annexation
- CDC Text Amendment
- Community Plan Amendment
- Conceptual Development Plan
- Conceptual Development Plan & Conditional Use
- Conceptual Development Plan & Conditional Use & Major Variance
- Conceptual Development Plan & Major Variance
- Conditional Use
- Development Plan - Administrative
- Development Plan - Administrative & Minor Variance
- Development Plan - Minor Modification
- Development Plan - Public Hearing
- Development Plan - Public Hearing & Conditional Use & Major Variance
- Development Plan - Public Hearing & Conditional Use
- Development Plan - Public Hearing & Major Variance
- Extraterritorial Subdivision Plat
- Final Plat - Major Subdivision
- Final Plat - Minor Subdivision
- Final Plat - Minor Subdivision & Minor Variance
- Final Plat - Replat
- Floodplain Development Permit
- Planned Unit Development
- Preliminary Plat
- Preliminary Plat & Major Variance
- Right-of-Way Vacation
- Right-of-Way Vacation & Preliminary Plat
- Sign Plan
- TND Framework Plan
- TND Phase Plan
- Urban Growth Boundary Amendment
- Zone Map Amendment

Presubmittal Meetings are an appropriate venue for asking specific questions about submittal items, application of standards, and the review process overall. In order to make the most of this time, come to the Presubmittal Meeting prepared with information about the proposal, including details such as:

- Concept plan
- Uses
- Number of lots
- Number of dwelling units
- Variance requests. Identify areas of non-compliance with the CDC.
- Dedication of easements or Right-Of-Way
- Vacation of easements
- Site Specific Information
 - Floodplain, wetlands, other environmentally sensitive areas
 - Previous vested approvals
 - Historic structures