**Pre-Application Submittal Checklist**

A pre-application meeting with Departments (*Street, Stormwater, Schools, Building and Codes, Gas and Water, Fire*) is required prior to submitting a formal preliminary PUD or MXU PUD Plan and re-zoning application. This is for the purpose of preparing the design to submit a formal Re-zoning application and Preliminary Plan. Due to varying departmental workloads, pre-application meetings should be scheduled a minimum of four weeks in advance of the desired submittal date. Please share the materials to be reviewed at least three working days prior to pre-application meeting. Informal reviews by the RPC may be requested at any time during the process and are encouraged on larger projects. Concepts presented at the pre-application meeting should be detailed enough to cover the following and should align with the Design Standards as set forth in the ordinance.

* *Site Conditions*
* *Development Layout*
* *Community Facilities*
* *Phasing Plan or Development Schedule*

**Pre-application Conference *Section 5.6(2)A* City, Section 5.8.2.1 County**

**Site:**

* Location and size of development
* Floodways
* Existing zoning
* Surrounding type of development, land use, and zoning
* General topography and physiographic characteristics

**Development:**

* Density and/or mixture of uses
* Parking areas
* Open Space
* Locations of major structures
* Proposed landscaping, screening, or other treatments
* Proposed access, street layout, and pedestrian circulation

**Community facility consideration:**

* General statement of the effects of the proposed development on schools, fire, and police services, etc.
* Proximity and adequacy of utilities, major traffic arteries, etc.

**Development phasing schedule**

* Estimated time span for construction of the proposed development including any phasing.