



PRE-APPLICATION FORM

(This form is the first step in the review and consideration of your project)

Date Submitted by applicant: _____ Date of Mtg.: _____

Name of applicant (this should be the primary contact person for this project):

(Print name)

(Sign)

Applicant's phone number: _____ Sign: _____

Applicant's email: _____ Cell number: _____

Mailing address: _____
(Please print legibly)

Name of owner (Multiple owners must sign below):

(Print name)

(Sign)

Date signed: _____

Owner's phone number: _____ Cell number: _____

Owner's email: _____

Mailing address: _____
(Please print legibly)

Description of project: _____

Legal Description:

SECTION: _____ TOWNSHIP: _____ RANGE: _____

Township: _____ Total acreage of property: _____

Current zoning: _____ proposed zoning: _____



Additional Owners must sign below to confirm your participation in the proposed project:

Print Name: _____ Phone number: _____

Sign: _____ Date: _____

Print Name: _____ Phone number: _____

Sign: _____ Date: _____

Print Name: _____ Phone number: _____

Sign: _____ Date: _____

No application will be processed or reviewed if it is incomplete. Additional information as requested by the Planning Director may be sent by mail or e-mail. If the applicant is a corporation, LLC, an attorney, realtor or someone other than the owner, the name of the application shall remain consistent throughout the supporting materials submitted and the submittal of future applications. The purpose of this meeting is to help the Planning Director understand the intent, goals, and objectives of the project. Please contact the Planning Department by phone or e-mail with any questions.

- This form must be completed and submitted in order to get on the pre-application schedule,
- Pre-application meetings are scheduled every Wednesday,
- Applicants will be notified by a phone call of the date of your meeting unless provided to you at the time the form is submitted,
- Applicants/owners will be provided information as to how this request does or does not comply with current land use regulations and how the project may be altered to bring it into compliance.
- This purpose of this meeting is not to gain pre-approval of any project.

Please provide at a minimum the following information:

- Location map,
- Sketch map,
- Plat or survey,
- Copies of state permits if applicable,
- Any information necessary to help us better understand your project,

Staff Comments:
