

Date of Meeting: _____	Project Planner: _____
Submittal Date: _____	Fee Paid: _____

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_  
\_\_\_\_\_

**Property Details**

Current Zoning: \_\_\_\_\_ Gross Acreage/Square Footage: \_\_\_\_\_

Proposed Use:

- Single-Family Residential   
  Multi-Family Residential   
  Commercial  
 Mixed-Use   
  Industrial   
  Other: \_\_\_\_\_

Number of Dwelling Units (if applicable): \_\_\_\_\_

**Project Description & Applicant Questions** *(Please attach a brief descriptive narrative and list of questions (if any)).*

- Describe the site circulation, parking and design, drainage, architecture, and proposed land use(s).
- What improvements and uses currently exist on the property?
- Explain how your proposal is compatible with the surrounding area.
- Are there any unusual factors and/or characteristics that may restrict or affect your development?
- Please list any specific questions that you would like to have addressed during the Preliminary Design Review.

**Applicant Information**

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner Information**

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_