



Meeting Request Form --- Development Review Team

PLEASE NOTE: The purpose of this form is to request a meeting with the Development Review Team, consisting of staff from various departments including Planning, Utilities, Environmental, Building and more. If you do not have a survey or engineered plan, consider submitting the "Planning Department" meeting request form instead.

Type of Application Planned (Mark at least one):

- Site Plan Subdivision / BLA Rezoning / Special Exception Other or TBD

Project Information

Project Name / Description:
Property Address:
Property Tax Parcel(s):
Key Topics / Special Requests for Meeting:

Applicant Team Contact Information (List all persons attending meeting)

(INCLUDE: name, organization, role. For virtual meetings, include phone #s and email address.)

IMPORTANT: Engineer/design consultants are required to be present for meetings related to Site Plan or Plats.

Required attachments:

Attach either a digital version of your sketch or engineered plans, or 10 paper copies (8.5x11" or 11x17"). **Mark one:**

- Attached with this form Will send to Planning Department at least one week prior to the scheduled meeting

Scheduling an Appointment:

The Development Review Team has pre-reserved time slots on Thursdays at 10:30 and 11:15 a.m. for meetings with applicants. Unless notified otherwise, in-person meetings occur in the Planning Department conference room (via the Community Development Office entrance) on the 1st floor of the County Administration Building. Electronic virtual meetings are available by request. To help facilitate scheduling an appointment, please fill in the Thursday dates and times that are your preference over the next few weeks. We will contact you to confirm your appointment.

Mark/fill in at least two options:

Thursday _____ at <input type="checkbox"/> 10:30 a.m. or <input type="checkbox"/> 11:15 a.m.	Thursday _____ at <input type="checkbox"/> 10:30 a.m. or <input type="checkbox"/> 11:15 a.m.
Thursday _____ at <input type="checkbox"/> 10:30 a.m. or <input type="checkbox"/> 11:15 a.m.	Thursday _____ at <input type="checkbox"/> 10:30 a.m. or <input type="checkbox"/> 11:15 a.m.

Type of Meeting Requested (mark one): In-person meeting Virtual Meeting