



Meeting Request Form --- Planning Department

PLEASE NOTE: The purpose of this form is to request a meeting with the Planning Department. If you believe you will have questions that involve other departments, please submit the "Development Review Team" 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 Attendees (List all persons attending meeting)

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

Attachments:

It is highly recommended that you provide a conceptual plan (sent by email to planning@princegeorgecountyva.gov along with this form). A conceptual plan should illustrate what you want to do on a survey plat or using the online map resources on the County website. It is also recommended that you write down in a word document what you want to do and submit that with this request form. The more information that you provide, the better assistance we can provide.

Scheduling an Appointment:

- The Planning Department can make time to meet with you with, if given sufficient notice, generally scheduling at least one week out from the date of the request.
- Electronic virtual meetings are available by request. To facilitate scheduling an appointment, please provide dates and times that work for you, starting no sooner than the week following your submittal of this form.

Provide at least three options:

Day of week: _____ Date _____ Time _____	Day of week: _____ Date _____ Time _____
Day of week: _____ Date _____ Time _____	Day of week: _____ Date _____ Time _____

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

After we receive this form with any attachments, we will select a date/time and contact you to confirm your appointment. When arriving for an in-person appointment, please visit the Community Development Office service counter on the 1st floor of the County Administration Building. Meetings often occur in the front conference room near the service counter, or they may be held at an alternate location depending on the size of the group and scope of the discussion.