# REQUEST FOR PRE-APPLICATION CONFERENCE

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<th>Name of Development</th>
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<td>Property Owner(s) Name, Address &amp; Phone</td>
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<td>Developer's Name, Address &amp; Phone</td>
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<td>Consultant, Architect, Etc, if any, Name, Address &amp; Phone</td>
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Provide Twelve (12) copies of a Conceptual Plan which shows the following:

1) The property location, boundaries and size.
2) Significant natural features.
3) Existing and proposed vehicular and pedestrian circulation.
4) Existing and proposed land use (development) for the entire site.

**RECEIVED BY THE CLERK:**

**DATE SET FOR PLANNING COMMITTEE CONFERENCE:**
## Application for Preliminary Development Plan Approval

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**DATE PRE-APPLICATION CONFERENCE WAS HELD**

**Applicant must provide twelve (12) copies of the following:**

* Preliminary Development Plan which addresses all items in the Checklist

* Project Narrative outlining the PUD objectives, relationship of the PUD to the Master Plan, project schedule and project phasing, if any, deed restrictions and other legal instruments required, and description of open space [See §15-9-5 C]

**APPLICATION RECEIVED BY THE CLERK:**

**FEE PAID $ _____________ RCPT # _____ DATE: ______________**

**Date of Planning Commission Public Hearing:**

**Date of Planning Commission Recommendation:**

**Date of City Council Hearing**

**Date of City Council Action:**

- [ ] Approved as Final Development Plan
- [ ] Approved with Conditions or Changes
APPLICATION FOR FINAL DEVELOPMENT PLAN APPROVAL

This form is used when City Council required changes in a previously submitted PUD Development Plan.

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This application must be filed within 12 months of the Conditional Approval.

**Applicant must provide the following:**

* Revised PUD Development Plan containing all original information, and the changes or conditions required by City Council [see § 15-9-9].
* Narrative explanation of all changes, if not included on Development Plan.
FORMS REQUIRED FOR PUD

1. Request for Pre-Application Conference
   
   12 copies of concept plan which shows
   1) The property location, boundaries and size.
   2) Significant natural features.
   3) Existing and proposed vehicular and pedestrian circulation.
   4) Existing and proposed land use (development) for the entire site.

REVIEWED BY COMMITTEE OF 3 PLANNING COMMISSIONERS, CITY MANAGER AND ZONING ADMINISTRATOR

2. Application for Preliminary Development Plan Approval
   
   Fee
   Narrative Statement
   12 copies of Development Plan (checklist)

   PLANNING COMMISSION SETS PUBLIC HEARING, THEN MAKES RECOMMENDATION TO COUNCIL

   CITY COUNCIL CONDUCTS SECOND HEARING, THEN APPROVES, OR APPROVES WITH CHANGES

3. Final Development Plan Approval Subsequent to Changes Required by Council Action
   
   with 12 months of Council Action
   Narrative Explanation
   Revised Development Plan

   COUNCIL REVIEWS FINAL DEVELOPMENT PLAN.