



INSTRUCTIONS FOR REQUESTING A TEMPORARY OUTDOOR SALES EVENT PRE-APPLICATION MEETING

Pre-Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Submit a PDF copy of Concept Plans** that convey the proposed project, indicating the boundary of the site, parking, and location of associated activities and/or structures.
- C. **Submit the Pre-Application Information Form and Concept Plans** to the Development Department in person or via email to chambleedevelopment@chambleega.gov. The application and forms will be reviewed within (2) two business days.
- D. **Attend a Pre-Application Meeting** with the Development Department. The Development Department will contact the applicant to schedule a Pre-Application Meeting. Feedback about the proposal along with an overview of the application/review process will be provided during this meeting. The applicant should bring a hard copy of the drawings to the meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process a copy of this form is required to be submitted.

PRE-APPLICATION INFORMATION FORM SUBMITTAL CHECKLIST:

- Complete Pre-Application Information Form
- One PDF copy of Concept Plans



TEMPORARY OUTDOOR SALES EVENT PRE-APPLICATION INFORMATION FORM

This page must be completed by the Applicant.

APPLICANT

Name

Business

Mailing Address

Suite/Apt. #

City, State

Zip Code

Primary Phone #

Alternate Phone #

E-mail

EVENT SUMMARY

Address of Event

Name of Event

Detailed Description *(Include information about activities, structures, vendors, hours and dates):*

Applicant Signature

Date: ____ / ____ / ____

NOTE: This form must be signed by the Development Department and submitted with your application.

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____