



INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

Projects That Require a Pre-Application Meeting:

1. Amend the zoning map
2. Variance and/or Waiver
3. Development of Community Impact (DCI)
4. Subdivide land
5. Any other application deemed necessary by staff

Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request. Attach a separate sheet if necessary.
- B. **Prepare Concept Plans and a Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Planning and Development Department via email to chambleedevelopment@chambleega.gov. The application and forms will be reviewed within (2) two business days. Staff will contact the applicant to schedule the Pre-Application Meeting.
- D. **Attend the Pre-Application Meeting** with the Planning and Development Department. Feedback about the proposal, along with an overview of the application and review processes will be provided during this 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 the Pre-Application form is required to be included in the submittal.

PRE-APPLICATION INFORMATION FORM SUBMITTAL CHECKLIST:

- Complete Pre-Application Information Form
- One PDF digital version of Concept Plans (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)



PRE-APPLICATION INFORMATION FORM

This page must be completed by the Applicant.

APPLICANT

Name _____

Company _____

Mailing Address _____

Suite/Apt. # _____

City, State _____

Zip Code _____

Primary Phone # _____

Alternate Phone # _____

E-mail _____

PROJECT SUMMARY

Address of Project _____

Name of Project _____

Application Type (Amend Zoning Map, Development of Community Impact (DCI), Variance/Waiver, Subdivide Land, Other) _____

Total Project Acreage _____

Detailed Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use*):

Applicant Signature _____

Date: ____ / ____ / ____

NOTE: This form must be signed by staff and submitted with your application.

For Internal Use Only:

Pre-Application Meeting Date: _____

Staff Printed Name: _____ Signed: _____