

# PRE-APPLICATION REVIEW TEAM (PRT) DISCUSSION

**NOTE:** Pre-Application Review Team (PRT) discussion meetings are available to help applicants obtain information about procedures and requirements pertaining to their request. The interpretation of specific uses allowed in various zones is the responsibility of the Zoning Enforcement Officer, as provided for by the Zoning Code. Any Statements regarding zoning at the Pre-Application Discussion are not Certificates of Zoning. ***Also, the discussions are for informational purposes only and they are non-binding and do not constitute any type of approval.***

<i>Official Use only</i>		
PA#: _____	Received By: _____	Date: _____

Applicant Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**APPOINTMENT DATE & TIME:** \_\_\_\_\_

PLEASE CONTACT THE PLANNING DEPARTMENT AT 924-3955 TO SCHEDULE AN APPOINTMENT.  
Applications are taken on a first-come, first-served basis. Once the completed application and the zone atlas page are submitted, you will be scheduled for the next available discussion time. PRT discussions take place weekly on Tuesday afternoons, with five 30 minute time slots available starting at 1 p.m.

**BRIEFLY DESCRIBE YOUR REQUEST:** (What do you plan to develop on this site?)

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**PLEASE RESPOND TO THE FOLLOWING QUESTIONS:**

Size of Site: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Previous zone change or site plan approval case number(s) for this site: \_\_\_\_\_

Applicable Area or Sector Plans: \_\_\_\_\_

Residential: Type and No. of Units Proposed: \_\_\_\_\_

Commercial: Estimated building square footage: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

**LOCATION OF REQUEST:**

Physical Address: \_\_\_\_\_ Zone Atlas Page (Please identify the subject site on the map and attach) \_\_\_\_\_

**LIST ANY QUESTIONS OR CONCERNS YOU HAVE REGARDING THIS REQUEST:**

*(Please be specific so our staff can do the appropriate research)*

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