

PRE-APPLICATION REVIEW TEAM (PRT) MEETING REQUEST

Pre-application Review Team (PRT) Meetings are available to help applicants identify and understand the allowable uses, development standards, and processes that pertain to their request. **PRT Meetings are for informational purposes only; they are non-binding and do not constitute any type of approval.** Any statements regarding zoning at a PRT Meeting are not certificates of zoning. The interpretation of specific uses allowed in any zone district is the responsibility of the Zoning Enforcement Officer (ZEO).

When you submit PRT notes to meet a Pre-application Meeting requirement in Table 6-1-1, you will be charged a \$50 PRT fee.

<i>Official Use only</i>		
PA#: _____	Received By: _____	Date: _____
APPOINTMENT DATE & TIME: _____		

Applicant Name: _____ Phone#: _____ Email: _____

PROJECT INFORMATION:

For the most accurate and comprehensive responses, please complete this request as fully as possible and submit any relevant information, including site plans, sketches, and previous approvals.

Size of Site: _____ Existing Zoning: _____ Proposed Zoning: _____

Previous case number(s) for this site: _____

Applicable Overlays or Mapped Areas: _____

Residential – Type and No. of Units: _____

Non-residential – Estimated building square footage: _____ No. of Employees: _____

Mixed-use – Project specifics: _____

LOCATION OF REQUEST:

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

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

QUESTIONS OR CONCERNS (Please be specific so that our staff can do the appropriate research)
