



Pre-Application Meeting (Required)

Purpose:

A Pre-Application (PREAPP) meeting with Town staff is **required** to be scheduled prior to an official Formal Submittal Meeting application being scheduled to accept the development proposal. The PREAPP meeting is an important step in the development process where we will review applicable planning processes required, submittal requirements, anticipated timeframes specific to the potential development, and answer any specific questions you may have concerning your project.

Process:

Once a completed application is received by the Development Services PREAPP coordinator it will be routed to all internal review departments for 10 days and scheduled for the next open meeting after the 10 day review period. PREAPP meetings will take place every Tuesday of each week at 2:00pm and 3:00 pm. All internal review departments will attend the meeting to provide information concerning required processes and submittal requirements for all Formal Submittals identified by staff based on the applicant's proposal. Staff will be able to discuss review timelines and discuss any questions concerning the proposal that are not provided within the Town Code. It is Staff's intent to provide all application types, with confirmed submittal requirements (TIA, Drainage Report, Flood Plain and Construction Drawing requirements), that will enable each applicant to begin the next step of the development process with all application requirements in hand.

Application:

A PREAPP form can be found and downloaded from CRGOV.com. Please contact Development Review PREAPP Coordinator at the number below if you have any questions completing the application and attachment requirements. PREAPP forms and attachments can be submitted to Pam Hall electronically at Phall@crgov.com at any time.

Fee: A \$250 fee is required to be submitted to allow staff to route and process your PREAPP for scheduling.

Next Steps:

A Formal Submittal Meeting is required to be scheduled with Development Review/Planning once you are ready to formally submit your project to the Town. Please review the Formal Submittal Meeting application for the requirements associated with the formal submittal meeting.



Pre-Application Meeting (PREAPP)

Achieving the Community Vision through Excellence, Dedication and Service

Pre Applications are due by Friday at noon. Comments will be returned 10 days from Friday and a pre application meeting will be scheduled at the next available time. Meetings are held on Tuesdays at 2:00 & 3:00 PM.

Applicant Information

APPLICANT: COMPANY:
PHONE: E-MAIL:
ADDRESS: CITY/ZIP:
APPLICANT'S SIGNATURE:

Owner Information

OWNER: COMPANY:
PHONE: E-MAIL:
ADDRESS: CITY/ZIP:
OWNER'S SIGNATURE:

Property Information

SITE ADDRESS/GENERAL LOCATION:
CURRENT USE:
CURRENT ZONING: (if zoning is PD, give name)
PROPERTY SIZE: Acres or S.F.

Submittal Requirements

- \$250 Fee
Provide a written description of the proposed project. Include information such as proposed uses, building square footage, number of parking spaces, amount of open space, minimum lot size, average lot size, etc.
Provide a conceptual site plan or bubble diagram. Include information such as location building footprints/use areas, location of access points, location of open space, sidewalks, elevation of buildings, location of detention ponds, etc.
Provide a list of questions for which you want specific answers.

Project Information (to be completed by staff)

- Annexation and Zoning PDP Amendment Major Minor
Straight Rezone Use by Special Review Plat Construction Documents
Site Plan for: Commercial (office, retail, restaurant, automotive, industrial)
Residential (single-family, multifamily, townhouses, duplexes)

The checklist for the above identified process has been provided to the applicant. To schedule a submittal meeting please contact the Town staff member identified below.

Project Manager Name Phone E-mail
Meeting Date Date Accepted