PRE-MEETING CHECKLIST

PRE-SUBMITTAL MEETING DATE: ___________________ SITE PLANNER: ___________________

CONTROL#: ___________________ PCN Application #:__________________ PROPOSED INTAKE DATE:__________________

Agent/Firm: ______________________________________________________________________________________

A. Application Name: ___________________ BCC District: ___________

B. Location: ___________________________________________________________________________________

C. TIER: ___________________ D. ZONING DISTRICT: ___________

E. LAND USE: ___________________ F. OVERLAY/SPECIAL STUDY AREA: ___________________

G. Is the Zoning District consistent with the Future Land Use designation? [ ] Yes [ ] No

H. Is the Property located within the Urban Redevelopment Area (URA)? [ ] Yes [ ] No

Is your property within a Primary Redevelopment Area? [ ] Yes [ ] No Use the PRA Check list.

I. PROPOSED REQUEST: __________________________________________________________________________

Prior Approval: yes _____ no_______ Prior Use: _______________ Revoke: yes _____ no_______

FINAL DRO

[ ] Original DRO

[ ] Revision to an Approved Site/Master Plan or Subdivision Plan

[ ] Off-the-board w/in 2 months

PUBLIC HEARING

[ ] Rezoning (Standard District) from ______________ to ______________

[ ] PDD (Planned Development District) from ______________ to ______________

[ ] Class A Conditional Use

[ ] Class B Conditional Use

[ ] Development Order Amendment

Reconfigure Master, Site, Subdivision Plans: yes _____ no_______

Add/delete land area: yes _____ no_______ acreage_______

Add units: yes _____ no_______ number/type_______ sq. ft._______

Add access point: yes _____ no_______ where: ________________

Addition of (children/adults; pumps, seats, etc): yes _____ no_______ #_______

Modification of condition(s): yes _____ no_______

Resolution #: R-_________________________

Condition heading/#_________________________

Condition heading/#_________________________

Condition heading/#_________________________

Agent must provide the status of all conditions of approval.

[ ] Expedited Application Consideration yes _____ no_______ change: ________________

[ ] Type II Zoning Variance Request(s): ________________

Concurrent [ ] Stand Alone

PROPOSED DOCUMENT APPROVAL

[ ] Alt Landscape Plan

[ ] Site Plan

[ ] Architectural Elevations [ ] Yes [ ] No [ ]

[ ] Subdivision Plan

[ ] Condition Amendment or Time Extension [ ] 10% Expansion of Nonconformity

[ ] Other:

[ ] Master Plan

[ ] Master Sign Plan

[ ] Phasing Plan

[ ] Re -approval of Plan Subject to Sec. 2.6

[ ] Regulating Plan

POSSIBLE REQUIRED DOCUMENTS (not an inclusive list)

[ ] Base Building Line Waiver

[ ] Consent Forms

[ ] Cost of Improvements (Article 1)

[ ] Cross Access Agreement

[ ] Cross Parking Agreement

[ ] Developer/Development Agreement

[ ] Drainage Statement

[ ] Easement/deed restrictions

[ ] Elevations

[ ] Internal Traffic Study

[ ] Propagation Study

[ ] Restrictive Covenants

[ ] Removal Agreement

[ ] Settlement Agreement

[ ] Shared Parking Study

[ ] Survey Abstracted w/in one year: yes _____ no_______

[ ] TDR Documents

[ ] Tree Survey

[ ] Traffic Statement/Study

[ ] Unity of Control

[ ] Unity of Title

[ ] Westgate CRA approval

[ ] Workforce Housing pre-ap approval

[ ] Visual Impact Analysis

[ ] Other:

Pre-Meeting Checklist form 94
ULDC Articles:

**ARTICLE 1:**
Previous Approval Threshold  
Non-conforming Structure  
Non-conforming Use  
Nonconforming Lot  
Other__________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**ARTICLE 2:**
Requests Process questions:______________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**ARTICLE 3**
Overlay District: (Setbacks, Uses, Parking, and Landscaping)  
Property Development Regulations (Setbacks, FAR,  
Townhouse and/or ZLL requirements  
District Specific Regs (RM and MR-5, Hours of Operation, Enclosed Uses)  
PDD/TDD Districts (Land use vs. PDD; Uses; Setbacks; Parking; Design Objectives; Cul-de-sac waivers; Cross Access; Frontage; Landscaping and easements, exemplary
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**ARTICLE 4**
Specific Use Regulations
________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**ARTICLE 5**
Accessory Uses/Structures  
Fences/Walls, Pools, Enclosures, Bike Racks; Generators  
Architectural Guidelines  
Parks and Rec  
TDR/Workforce Housing  
Performance Standards (intersection/location criteria)  
Noise and Lighting  
Legal Documents and Easements
_________________________________________________________________________________________________
_________________________________________________________________________________________________

**ARTICLE 6**
Parking, Loading and Driveways  
Queuing  
Grass Parking  
Pervious
_________________________________________________________________________________________________
ARTICLE 7
Perimeter Buffers(R/W, Compatible, Incompatible) Foundation plantings, interior/terminal islands; pervious; plant material
Alternative Landscape Plan
Grade changes

ARTICLE 8
Master Sign Program/Plan
Ground Mounted signs
Building Mounted signs

General Notes/Comments Discussed

STAFF TO PRINT OFF A FEE ESTIMATE FOR THE APPLICANT