



Pre-Application Meeting

Purpose:

A Pre-Application (PREAPP) meeting with Town staff is **required** to be scheduled *prior* to the formal submittal of a Land Use Application. 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:

After a complete pre-application packet is received by the Pre-Application Coordinator it will be routed to all internal review departments for 10 business days. The Pre-Application Coordinator will provide you with a meeting time to go over the review comments. The pre-application meetings take place on Tuesday afternoons beginning at 2:15. The Town hosts all pre-application meetings virtually.

All internal review departments will attend the meeting to provide information for required timelines, processes, submittal requirements and to answer questions.

Pre-Applications that include a request for annexation will be scheduled 15 business days in order for staff to obtain initial support/non-support feedback from the Town's Development Review Team (DRT).

Application:

There is no fee for a Pre-Application meeting. PREAPP forms can be found and downloaded from CRGOV.com. Please submit completed pre-applications and attachments via email to: PreApplication@crgov.com

Next Steps:

A formal submittal meeting is required to be scheduled with the Planning or Development Review Project Manager when you are ready to formally submit your project to the Town. Contact information for the Project Manager will be provided with the PRE-APP material.

Thank you,

Pam Hall
Planner I
Development Services



Pre-Application Meeting (PREAPP)

Achieving the Community Vision through Excellence, Dedication and Service

Review comments will be returned in 10 business days and a pre-application meeting will be scheduled for the next available time. Meetings are held on Tuesday afternoons starting at 2:15 PM.

Applicant Information

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

Property Owner Information - Required

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

Property Information

PARCEL NUMBER(S): _____
CURRENT USE: _____
CURRENT ZONING: _____ (if zoning is PD, give name) _____
PROPERTY SIZE: _____ Acres or _____ S.F.

Submittal Requirements

- Please complete all fields including the owner signature. Incomplete applications will not be accepted.
Please do not lock the files. Locked files cannot be uploaded to our system and will be returned.
Please provide a narrative of the proposed project as a PDF. Include information such as proposed use(s), building square footage, number of parking spaces, amount of open space, lot size etc.
Please provide a conceptual site plan. Include information such building footprints, use areas, location of access points, location of open space, sidewalks, elevation of buildings, location of detention ponds, etc.
Please provide a Word document with any project specific questions. Information regarding review times, submittal requirements and review processes are automatically included in the review comments.
