Section 5 - Pre-Application

(orig. 7-12-05; am. 4-20-10)

A. Intent and Purpose

The Pre-Application Review Process was created to provide applicants with a quick review of development proposals based on very limited information. The review by Staff is intended to provide the type of information that will assist an applicant in making key decisions about the development proposal prior to making application. The Pre-Application Review Process will also assist the applicant in gaining a more thorough understanding of the County's process and issues relative to the land use request. (am. 7-12-05; am. 4-20-10)

B. Application

The Pre-Application Review Process is optional and may be used before applying for any process. (am. 7-12-05)

C. Procedure

1. The applicant must submit a complete Pre-Application package to Planning and Zoning. Planning and Zoning will schedule a date and time for the Pre-Application Review Meeting. (am. 7-12-05; am. 4-20-10)

2. Staff will send the information submitted by the applicant to a select few referral agencies in order to obtain the type of information that will be of most benefit to the applicant. (orig. 4-20-10)

3. The Pre-Application Review Meeting will begin with a description by the applicant of what is being requested. The Case Manager and other County Staff will present their comments and findings, as well as request any additional information that may be required. Issues that need to be resolved prior to application submittal will also be identified. (am. 7-12-05; am. 4-20-10)

4. After the Pre-Application Review Meeting, Staff will provide written comments outlining the key issues that must be addressed as a part of the application submittal. (am. 7-12-05; am. 4-20-10)

D. Submittal Requirements

The following shall be the minimum information required in order to schedule the Pre-Application Meeting. The number of copies of each document that will need to be submitted for review is identified in the Pre-Application Guide available in Planning and Zoning. (orig. 4-20-10)

1. Cover Letter: The cover letter shall include the name, address and phone number of the property owner(s), the applicant(s) or any appointed representative. The letter should include a clear, concise description of the proposal, including the proposed uses. It should also address following key items related to the proposed development: (orig. 4-20-10)

   a. Access (orig. 4-20-10)

   b. Water (orig. 4-20-10)

   c. Sanitation (orig. 4-20-10)

2. Vicinity Map: The vicinity map showing the location of the property involved in the request. (orig. 4-20-10)

3. Site Plan: A site plan drawn to scale, including the following information: (orig. 4-20-10)

   a. Scale (orig. 4-20-10)

   b. North Arrow (orig. 4-20-10)

c. Existing and proposed lot lines (orig. 4-20-10)

d. Streets/Roads: The proposed and existing streets/roads (orig. 4-20-10)

e. Access Points: Location of existing and proposed access points (orig. 4-20-10)

f. Structures: Location and size of existing structures (orig. 4-20-10)

g. Use Areas: Proposed use areas if the proposal is for a multi-use Planned Development rezoning (orig. 4-20-10)

h. Any additional information that may that may aid in the review of the proposal (orig. 4-20-10)

4. Written Restrictions: Written restrictions if the proposal is for a Planned Development rezoning or a Special Use. (orig. 4-20-10)

5. Proof of Ownership: A copy of the deed which the owner holds for the property or a current title commitment or policy. (orig. 4-20-10)

6. Proof of Access: Information shall be submitted for review that is intended to prove access for the proposed development in accordance with the Submittal Requirements section. (orig. 4-20-10)

7. Additional Documentation: The applicant should provide any additional information that they believe would aid in the review of the Pre-Application, such as proof of water, proof of sewer and proof of fire protection. (orig. 4-20-10)