

PRE-APPLICATION REVIEW REQUEST

Pre-Application Meeting Requirements

Attendance at a pre-application meeting is required prior to submission of any Major Subdivision Review, Map Amendment (Rezoning), Stage I Development Plan or Public Facilities Review. The purpose of this meeting is:

- a) to acquaint the applicant with the Planning Commission application and hearing process;
- b) to review with the applicant the required procedures and application requirements;
- c) to allow staff and other regulatory authorities to identify problematic components of the project and to suggest improvements that will speed the approval process and avoid future costly plan revisions.

Additional Provisions Regarding Pre-Application Meetings

Pre-application meetings are held every Thursday, beginning at 9:00 a.m. and can be scheduled with staff NOT LESS THAN 24 hours in advance of the next regular meeting.

- a) pre-application meetings do not require a formal application or payment of any fee.
- b) conceptual layouts of the proposed subdivision/development (which are not required to be prepared by design professionals) are encouraged and should include the following:
 - 1) the proposed site; including the layout of any proposed structures, off-street parking and landscaped areas
 - 2) the proposed use;
 - 3) the proposed access; and
 - 4) the proposed density.
- c) discussion during pre-application meetings should focus on:
 - 1) zoning regulations such as setbacks, number of off-street parking spaces, building height, etc.
 - 2) vehicular and pedestrian circulation;
 - 3) improvements needed for new and/or existing infrastructure (water, sewer, traffic, storm water management);
 - 4) spatial elements such as street and lot layout;
 - 5) connectivity to adjacent properties;
 - 6) landscaped areas, open space and recreation areas; and
 - 7) other issues that will facilitate the design of a better subdivision/development.

To schedule an appointment, complete and submit the below form. **Staff will respond to your request via your email address to confirm your appointment.** Please call 859.331.8980 with any questions.

Does this project involve the subdivision of land?

This project involves a (check all that apply):

Map Amendment (Rezoning)

Stage I Development Plan

Preliminary Plat

Name of Applicant:

Company:

Address:

(Street)

(City)

(State)

(Zip Code)

Primary Phone:

Email:

Proposed location of Project:

PIDN:

(Address)

(City)

What road will be providing access?

How many acres is the proposal?

Proposed use or number of lots and/or units:

Check all that apply if you have a brief description of the proposal for:

Single-Family Residence

Commercial

Multi-Family Residence

Industrial

Check all that apply if there are any public improvements such as:

Streets

Sidewalks

Storm drainage

Sanitary sewer

Water systems