

**PRE-APPLICATION CONFERENCE REQUEST**

*The following application shall constitute a written request for a pre-application conference prior to submission an application pursuant to the provisions of the Crystal River LDC.*

Date submitted: \_\_\_\_\_

Request submitted by: \_\_\_\_\_

\_\_\_\_\_ Owner \_\_\_\_\_ Agent

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Submitter

*Please include the name and address of others who will attend the meeting on behalf of the project:*

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

**Pre-Application Conference (Based on Sec. 10.01.01)**

The pre-application conference is a meeting between an applicant and the City Manager for the purposes of:

1. Exchanging information on the potential development of a site;
2. Providing information on permissible uses of the site proposed for development;
3. Providing information to an applicant regarding the design standards set forth in this LDC that are applicable to a potential application;
4. Providing information to an applicant regarding standards of regional, state, or federal agencies that may be applicable to a potential application;

- 5. Determining the need and requirements for supporting plans, documents, and studies;
- 6. Providing information to an applicant regarding infrastructure requirements and the construction of required improvements; and
- 7. Providing information to an applicant regarding the appropriate procedures and schedules for receiving and reviewing applications and rendering decisions regarding a potential application.

The pre-application conference shall include representatives of City departments responsible for reviewing applications, and may include representatives of regional, state, or federal agencies with authority over specific aspects of the proposed development.

**Please Note:**

A pre-application conference shall be held not more than two (2) weeks following the date of submission of the written request for such conference, nor more than six (6) months prior to submission of an application.

**Date of Pre-application Conference:** \_\_\_\_\_

**Attendance:**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>

**Attach a summary of the conference discussion.**

