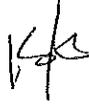




Development Services - Memo No. DS20-022

Date: January 8, 2020
To: Customer Service Team
Thru: Derek Horn, Development Services Director
From: Karen Betancourt, Customer Service & Permitting Manager 
Subject: Pre-technical submittal

A pre-technical submittal is now required for any proposed subdivision, site plan development, new building, or substantial building addition. At this time there is no fee associated to this process.

The process starts with the submission of a completed application on line.

The following exhibits shall be included within the submittal:

- Site plan, with dimensions showing existing and proposed improvements
- Project description and narrative

The pre-technical meeting is usually held on Wednesdays. This meeting is for staff only to review the project, timelines, plans, identify development challenges and opportunities, and outline code issues. Following the pre-technical meeting, the customer will be provided with a project-specific information packet detailing what will be required to move forward and advise when a project may proceed to the next steps. Follow up meetings between applicant and staff are encouraged and often times required. After the successful completion of the pre-technical process, the project is ready for any required planning and zoning action. Construction documents for permitting will be accepted once entitlements are obtained.