



CP&D Department: Planning and Zoning Division

Date: _____

Meeting Request

Identification of Subject Property

Subject Property Folio #: DG-_____ Subject Property Address: _____

Description of Request: _____

Requestor Information

Name: _____

Address: _____

Telephone: _____ E-Mail: _____

General Instructions

The purpose of this form should be to communicate to staff what is the intention of the meeting request: development proposal, technical development information, permit review and/or how the subject meets and complies with the City's Comprehensive Plan and the Land Development Regulations (LDRs).

Upon receipt of this form, a meeting shall be scheduled with staff within three (3) business days. The applicant/agent shall be notified of the date, time and location of meeting. At the time of the meeting, the applicant/agent must come with a recent survey of the subject property.

OFFICIAL USE ONLY

Meeting Date: _____ Meeting Time: _____

Staff Signature: _____

Print Name: _____