



Development Review Committee –Request Form

1. **Requestor information** – Name, Phone number (ext.), Cell number, Email address
2. **Property information** – Legal description, Property address (if assigned), Tax Parcel Number(s), Zoning, Existing use of the property, Description of any existing buildings on property
3. **Please provide a short summary outlining the proposal, including expected uses (s), expected occupancy and the expected size.**
4. **Are there any specific questions or areas of concern you would like for City staff to answer or focus on?**
5. **Please include either a Development Plan / Site Plan of the proposal, including, as applicable the layout of the proposed site to include, size of the proposed building(s) or any additions to existing building(s), OR existing building(s) on the site and the proposal for reusing them. This information MUST be submitted with the completed form for a DRC “Happy Hour” meeting to be scheduled.**
6. **Please include a screen shot showing an aerial view of the property from the City's [Geographic Information System's maps](#). This information MUST be submitted with the completed form for a DRC meeting to be scheduled.**
7. **Please include a screen shot showing an aerial view of the property from the City's [Geographic Information System's maps](#) that includes zoning. This information MUST be submitted with the completed form for a DRC “Happy Hour” meeting to be scheduled.**
8. **Please include a screen shot showing an aerial view of the property from the City's [Geographic Information System's maps](#) that includes topography. This information MUST be submitted with the completed form for a DRC “Happy Hour” meeting to be scheduled.**
9. **Please include a screen shot showing an aerial view of the property from the City's [Geographic Information System's maps](#) that includes floodplain, wetlands and any other distinguishing features of the property. This information MUST be submitted with the completed form for a DRC “Happy Hour” meeting to be scheduled.**
10. Please upload a proposed floor plan, if applicable.
11. Please upload a depiction of proposed exterior elevations.
12. Please upload a depiction of proposed signage.

Once submitted, Planning & Development will review the information to ensure it is complete and meets the requirements outlined above. Requests that are complete and received before 5 p.m. on the third **Wednesday of the month** will be scheduled for a 30-minute time slot on **the fourth Wednesday** afternoon of **the month** during the DRC meeting time (generally 1:30 p.m. to 4:00 p.m.). Each 30-minute time slot will cover a single development request.

Incomplete requests will not be scheduled until all required information has been provided.

For prospective projects that are in the initial stages of fact finding and for which no proposal has been solidified, it is recommended that an appointment be set with the appropriate department or division to discuss generalities. City staff is happy to set an appointment time with you to answer general questions about development or initial inquiries about the possible uses for a property. Additionally, a Consultation Request / Due Diligence meeting may be requested through the Planning & Development Department.

We welcome the opportunity to assist you with your project.