



## Pre-Application Conference

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### What is a Pre-Application Conference?

Pre-Application conferences are designed to provide development applicants the opportunity to present land use development proposals to City staff prior to the actual land use application intake process. This advance discussion allows applicants an opportunity to ask questions about applicable City codes, required permits, hearings and noticing, and estimated processing timelines. The pre-application conference also allows City staff an opportunity to review preliminary development plans, and to provide comments to development applicants regarding the project and design. This feedback early in the development planning process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, City staff reserve the right to determine permitting requirements upon receipt of an official development application. Information obtained during a pre-application conference is subject to subsequent changes in the Comprehensive Plan, Development Code, and/or any other applicable regulations. A pre-application conference does not 'vest' (lock in any fees or development requirements) a project in any way.

### Application Process

Submit a pre-application conference application form to the city with the application filing fee. A city staff member will contact you by telephone to schedule a date and time for your conference. Conferences will be scheduled as soon as possible following receipt of your request form and materials. Incomplete information or vague development exhibits may result in a delay in scheduling your meeting request.

### Application Requirements

To request a pre-application conference, please submit the following to the City Recorder:

\_\_\_ **One (1) paper copy and one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

\_\_\_ Application filing **fee**

# Pre-Application Conference

## City of Carlton

Date: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

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**Applicant:** Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**Title Holder:** Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

**Location:** Street Address \_\_\_\_\_  
Tax Lot Number \_\_\_\_\_ Map \_\_\_\_\_  
Size \_\_\_\_\_ Zone \_\_\_\_\_

### Description of proposed use\development:

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**Please include any maps or site plans for the proposed use/development.**

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### For office use only

Date scheduled: \_\_\_\_\_

City Engineer: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

City Planner: \_\_\_\_\_

Public Works Superintendent: \_\_\_\_\_