



City of Jonestown

PRE-APPLICATION CONFERENCE REQUEST

A Pre-Application Conference is required prior to submitting an application for the following projects:

- Comprehensive Plan Amendment
- Conditional Use Permit
- Concept Plan
- Construction Plans
- Final Plat
- Planned Unit Development
- Preliminary Plat
- Site Development Plan
- Variance or Appeal before the Board of Adjustments
- Zoning Map Amendment (Rezoning)

The purpose of the conference is to review the proposed project, identify any issues requiring special attention or revision, and assist the applicant in assembling a COMPLETE application. This procedure is intended to streamline the application process and avoid any unnecessary delays caused by submittal of incomplete applications. Please provide the following information so that a pre-application conference can be scheduled for your project:

Applicant Name: _____ Phone#: _____ Fax#: _____

Mailing Address: _____ Email: _____

Contact Person: _____ Phone#: _____ Fax#: _____

Mailing Address: _____ Email: _____

Project Address: _____

Anticipated Date of Application Submittal: _____

Project Description / Location

Include a detailed description of the proposed project / application. Please attach any conceptual plans or other pertinent project information.

Staff Comments: _____

You will be contacted to schedule an appointment within 5 working days.

Affidavit

I _____, the applicant / agent for the above-referenced project, did hereby attend a pre-application conference with representatives of the City of Jonestown for the above-referenced project on _____.

I _____, agree to waive the SB 848 – 30 day time limit.

Signed: _____ Date: _____

Staff Signature: _____ Date: _____