



*Attendees include city staff representatives from Community Development, Public Works, Building Services, and the Fire Department. Request forms are due each Friday at 12:00pm (noon) to be considered for scheduling on the following Tuesday. Meetings are held every Tuesday morning for a maximum duration of one hour starting at 9am, 10am, and 11am.*

## PRE-APPLICATION REQUEST FORM

### APPLICANT INFORMATION

**APPLICANT NAME(s):** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_/\_\_\_/\_\_\_

**APPLICANT ROLE OR TITLE (OWNER, CONTRACTOR, REPRESENTATIVE, ETC):** \_\_\_\_\_

**APPLICANT MAILING ADDRESS:** \_\_\_\_\_

**APPLICANT EMAIL:** \_\_\_\_\_ **APPLICANT PHONE:** \_\_\_\_\_

### MEETING INFORMATION

**REQUESTED MEETING DATE (MUST BE A TUESDAY):** \_\_\_/\_\_\_/\_\_\_ **NUMBER OF ATTENDEES:** \_\_\_\_\_

**YOUR MEETING WILL BE HELD AT 9, 10, OR 11AM ON YOUR REQUESTED DAY AND LAST UP TO ONE (1) HOUR. DEVELOPMENT SERVICES WILL CONFIRM YOUR SCHEDULED TIME PRIOR TO YOUR MEETING.**

### PROJECT INFORMATION

**PROJECT ADDRESS:** \_\_\_\_\_

**PROJECT NAME (IF APPLICABLE):** \_\_\_\_\_

<b>CURRENT LAND USE:</b>	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential
	<input type="checkbox"/> Vacant	<input type="checkbox"/> Other (describe): _____	

**PROJECT SUMMARY:** \_\_\_\_\_

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*Please submit any of the documents/information listed below for consideration.*

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- 1) Drawings – Elevations drawn to scale, building height, and complete materials list.
- 2) Narrative – Detailed report identifying proposed operations, research, and intent.
- 3) PDF Copy – Please provide an electronic copy of all documents.
- 4) Site Plans –  
Two (2) sets of plans, drawn to scale and showing the following:
  - Aerial image identifying specific lot(s)
  - All known utilities: power poles, sewer, water, fire hydrants
  - Lot boundaries and sizes for all existing & proposed lots
  - Street name(s) and location(s) adjacent to the site
  - Neighboring zones & land uses
- 5) Other Info – Other documents may be required depending on information provided by the applicant and/or the specific request.

*Thank you for your interest in the City of Grandview. After your completed form is received, Development Services will contact you to schedule your meeting. Please be aware that requested dates and times may not be available.*

*Please direct any questions to Amy Cook, Development Technician, at [acook@grandview.org](mailto:acook@grandview.org)*