



## INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

### Projects That Require a Pre-Application Meeting:

1. Amend the future development map
2. Amend the zoning map
3. Variance and/or waiver
4. Development of Community Impact (DCI)
5. Subdivide land
6. Addition to a commercial building
7. New commercial building
8. Any other application deemed necessary

### Application Submittal and Review Process:

- A. **Complete a Pre-Application Information Form** that contains a detailed description of the request.
- B. **Prepare Concept Plans and a Submit a PDF digital version** that conveys the proposed project. These plans may be conceptual in nature and do not need to be developed by a design professional. (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)
- C. **Submit the Pre-Application Instruction Form and Concept Plans** to the Development Department in person or via email to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov). The application and forms will be reviewed within (2) two business days. Once the plans are reviewed, the Development Department will notify the applicant if an in-person Pre-Application meeting is required. Note: If an in-person meeting is not necessary, then the Pre-Application Meeting will take place during Building Permit submittal.
- D. **Attend a Pre-Application Meeting** with the Development Department. The Development Department will contact the applicant to schedule a Pre-Application Meeting. Feedback about the proposal along with an overview of the application/review process will be provided during this meeting. The applicant should bring a hard copy of the concept plans to the meeting.
- E. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the full, complete application for the development activity or zoning process a copy of this form is required to be submitted.

### PRE-APPLICATION INFORMATION FORM SUBMITTAL CHECKLIST:

- Complete Pre-Application Information Form
- One PDF digital version of Concept Plans (Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)



# PRE-APPLICATION INFORMATION FORM

*This page must be completed by the Applicant.*

## APPLICANT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Suite/Apt. #

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Primary Phone #

\_\_\_\_\_  
Alternate Phone #

\_\_\_\_\_  
E-mail

## PROJECT SUMMARY

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Application Type (Rezoning, Building Permit, Land Disturbance, Variance, etc.)

\_\_\_\_\_  
Total Project Acreage

### Detailed Description (*Include Proposed Use(s) and Square Footage of Floor Area for each use:*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:** This form must be signed by the Development Department and submitted with your application.

*For Internal Use Only:*

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_