



PRE-APPLICATION MEETING FORM

This form and three sets of conceptual plans containing the information described on the following page must be submitted to the Planning and Building Department prior to a pre-application meeting. Upon receipt of this completed information, the applicant will be contacted to schedule a meeting.

Date: _____

1. Project Name: _____

2. Type of Application:
- Zoning Map Change
 - Zoning Text Amendment
 - PUD or R-PUD Rezoning
 - City Center District Site Development Plan
 - Site Plan
 - Architectural Review
 - Special Sign Program
 - Conditional Use
 - Preliminary or Final Subdivision
 - Minor Subdivision / Lot Split
 - Street, Alley, Utility, or Right-of-Way Vacation

2. Applicant's Name: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

3. Name of Legal Owner of Property (if different from applicant):

Property Owner's Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

3. General Location of Property: _____

4. Property Address and/or Book, Page, Parcel Number: _____

5. Site Acreage: _____ Current Zoning: _____

6. Detailed Description of Proposal: (attach additional sheets if necessary to fully describe the project)

7. Is rezoning of the property necessary? Yes / No

If yes, what will be the proposed zoning? _____

8. Are there any wetlands on site? Yes / No If yes, please provide a field survey or location map.
9. Are there any woodlands on the site? Yes / No If yes, please provide a field survey or location map.
10. Are there any floodplains/floodways on the site? Yes / No If yes, provide location and indicate 100 yr. base flood elevation.

Please forward the completed form with three sets of conceptual plans for review. Upon receipt, a meeting will be scheduled.

Your Conceptual plans should include the following information, if applicable:

- Conceptual layout of the property.
- Existing/proposed building locations and footprints.
- General location of uses, including park land and open space.
- Location of existing woodlands, wetlands, floodplains and watercourses.
- All existing and proposed streets and driveways, proposed street access and circulation pattern, and estimated traffic volume.
- Public utilities (including overhead lines) and stormwater management locations.
- The species and size of plant materials above 8" diameter (measured at 4 feet high) on site (if available).
- Current use and zoning of the site and adjacent properties.
- Comprehensive Plan designation.
- Design alternatives considered/ used to save the most amount of high quality woodlands.
- Conceptual landscape design.
- Existing topography.
- Screening/buffering concepts.
- Proposed lot sizes, density and setbacks.
- Proposed development phasing, if applicable.



PRE-APPLICATION MEETING CHECKLIST

PROJECT NAME: _____

DATE OF MEETING: _____

THE APPLICANT SHOULD BE PREPARED TO DISCUSS THE FOLLOWING INFORMATION:

The following comments provided by the City of West Carrollton are based upon preliminary, informal review by city staff. The pre-application process is not intended to provide a complete review of all ordinance requirements, but instead provide an initial opportunity to discuss the proposal, make the applicant aware of development review processes and requirements, and to identify any potential concerns prior to formal application.

ITEM	INFORMATION TO BE REVIEWED	COMMENTS
PROPOSED USE	<input type="checkbox"/> Type of development <input type="checkbox"/> Appropriate approval process to be followed <input type="checkbox"/> Comments:	
COMP PLAN / DISTRICT / CORRIDOR PLANS	<input type="checkbox"/> Comprehensive Plan <input type="checkbox"/> Urban Design Plan <input type="checkbox"/> Alexandersville Square Redevelopment Plan <input type="checkbox"/> Other <input type="checkbox"/> Comments:	
ZONING	<input type="checkbox"/> Current zoning <input type="checkbox"/> Is this a permitted use? <input type="checkbox"/> Is rezoning of the property required? <input type="checkbox"/> Conservation Design Review Overlay District <input type="checkbox"/> Previous approvals/restrictions <input type="checkbox"/> Setbacks for parking, building, natural features <input type="checkbox"/> Lot size/width, frontage, and building height restrictions <input type="checkbox"/> Coverage and open space requirements <input type="checkbox"/> Adjacent uses and zoning <input type="checkbox"/> Comments:	
FIRE PROTECTION	<input type="checkbox"/> Exit / emergency lighting <input type="checkbox"/> Fire extinguishers <input type="checkbox"/> Suppression system(s), where	

	<p>applicable</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alarm system(s), where applicable (remote station is needed for the equipment) <input type="checkbox"/> Other <input type="checkbox"/> Comments: 	
ENGINEERING	<ul style="list-style-type: none"> <input type="checkbox"/> Public / private street and driveway plans and profiles <input type="checkbox"/> Storm water detention/retention calculations and plan <input type="checkbox"/> Grading plan <input type="checkbox"/> Runoff control and sediment abatement (chapter 156) <input type="checkbox"/> Water and sanitary sewer <input type="checkbox"/> Comments: 	
TRAFFIC	<ul style="list-style-type: none"> <input type="checkbox"/> Traffic study requirements (154.14.02) <input type="checkbox"/> Access <input type="checkbox"/> Necessary street improvements <input type="checkbox"/> Circulation pattern <input type="checkbox"/> Parking and loading requirements (154.12.01) <input type="checkbox"/> Bike paths/ sidewalks <input type="checkbox"/> Comments: 	
LANDSCAPING	<ul style="list-style-type: none"> <input type="checkbox"/> Landscape requirements (154.13.01) <ul style="list-style-type: none"> <input type="checkbox"/> 5% interior <input type="checkbox"/> 10% front yard <input type="checkbox"/> 2 trees/5,000 sq. ft. structures/pavement <input type="checkbox"/> Approved tree list <input type="checkbox"/> Parking screening: trees/shrubs <input type="checkbox"/> Service structures screening: evergreen, fence, wall, mound <input type="checkbox"/> Screening/buffering requirements <input type="checkbox"/> Conceptual landscape design <input type="checkbox"/> Existing vegetation on site <input type="checkbox"/> Comments: 	

LIGHTING	<ul style="list-style-type: none"> <input type="checkbox"/> Fixture types and cutoffs <input type="checkbox"/> Height <input type="checkbox"/> Building-mounted fixtures <input type="checkbox"/> Illumination level / photometric plan <input type="checkbox"/> Comments: 	
BUILDING / ARCHITECTURE	<ul style="list-style-type: none"> <input type="checkbox"/> Architectural design standards <ul style="list-style-type: none"> <input type="checkbox"/> Base, body, cap <input type="checkbox"/> Materials <input type="checkbox"/> Colors <input type="checkbox"/> Height <input type="checkbox"/> Color elevations <input type="checkbox"/> No apparent rear <input type="checkbox"/> Square footage <input type="checkbox"/> Rooftop screening <input type="checkbox"/> Dumpster location and screening <input type="checkbox"/> Building regulations (150) <input type="checkbox"/> Comments: 	
SIGNS (153)	<ul style="list-style-type: none"> <input type="checkbox"/> Freestanding <ul style="list-style-type: none"> <input type="checkbox"/> Area and height <input type="checkbox"/> Bonus (number and area): corner lots; large lots; adjacent to I-75 <input type="checkbox"/> Setbacks <input type="checkbox"/> Landscaping – 153.07(c) <input type="checkbox"/> Wall <ul style="list-style-type: none"> <input type="checkbox"/> Area <input type="checkbox"/> Bonus (area): secondary frontage; large building setbacks <input type="checkbox"/> Directional <input type="checkbox"/> Electronic/LED <input type="checkbox"/> Illumination <input type="checkbox"/> Other <input type="checkbox"/> Comments: 	
PARK LAND DEDICATION	<ul style="list-style-type: none"> <input type="checkbox"/> Park land dedication – residential only (150.10) <input type="checkbox"/> Comments: 	

WOODLANDS	<ul style="list-style-type: none"> <input type="checkbox"/> Design alternatives to save the most amount of high quality woodlands <input type="checkbox"/> Tagging, survey, and protective fencing requirements <input type="checkbox"/> Notes to include on plan <input type="checkbox"/> Comments: 	
WETLANDS / FLOODPLAIN	<ul style="list-style-type: none"> <input type="checkbox"/> Location and quality of wetlands on site <input type="checkbox"/> Location of floodplain on site <input type="checkbox"/> Proposed impact from development <input type="checkbox"/> Comments: 	
OTHER	<ul style="list-style-type: none"> <input type="checkbox"/> Phasing plan: timing, location, improvements <input type="checkbox"/> Construction hours and access <input type="checkbox"/> Other <input type="checkbox"/> Comments: 	
SUBDIVISION REGULATIONS (152)	<ul style="list-style-type: none"> <input type="checkbox"/> Preliminary plat <input type="checkbox"/> Final plat <input type="checkbox"/> Replat <input type="checkbox"/> Minor subdivision <input type="checkbox"/> Public improvements <input type="checkbox"/> Comments: 	
APPLICATION INFORMATION	<ul style="list-style-type: none"> <input type="checkbox"/> Required forms: <ul style="list-style-type: none"> <input type="checkbox"/> Application form <input type="checkbox"/> Owner agent form <input type="checkbox"/> Obligation for payment of expenses <input type="checkbox"/> PUD agreement <input type="checkbox"/> Performance bond <input type="checkbox"/> Subdivider's contract <input type="checkbox"/> Fee schedule <input type="checkbox"/> Meeting schedule <input type="checkbox"/> Public hearing / legal notice requirement <input type="checkbox"/> Anticipated time frame for project <input type="checkbox"/> Comments: 	

POST-APPROVAL / PERMITTING	<input type="checkbox"/> Compliance with PC conditions <input type="checkbox"/> Building permits <input type="checkbox"/> Inspections <input type="checkbox"/> Occupancy permits <input type="checkbox"/> Time frame <input type="checkbox"/> Other <input type="checkbox"/> Comments:	
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Additional Comments:

APPLICANT AND PROFESSIONAL TEAM

CITY OF WEST CARROLLTON STAFF

 Applicant's Signature Date

 Planning Date

 Co-Applicant's Signature Date

 Engineering Date

 Professional (Engineer) Date

 Fire Date

 Professional (Architect) Date

 Building Date

 Other (_____) Date

 Other Date

 Other (_____) Date

 Other Date