

Before filing a preliminary plat, the applicant should consult with the Planning & Zoning Administrator for advice regarding general requirements affecting the proposed development. The applicant should furnish the Planning Department with the following information:

1. A general description of existing conditions of the site, including data on existing land and soil characteristics, existing structures and ponds, existing covenants, availability of utilities and other public facilities, documentation of existing easements and wastewater disposal systems (including lateral fields), and proposed uses.
2. A conceptual plan of the proposed subdivision on a current USGS topographic survey map showing proposed streets, lots, and other features.
3. A general location map showing the relationship of the proposed subdivision to existing utilities, major streets and community facilities, and to surrounding developed and undeveloped land when such information is considered necessary by the Planning & Zoning Administrator.

The Planning & Zoning Administrator shall advise the applicant of the requirements pertaining to the proposed development as such requirements are established by the Planning and Zoning Regulations and City Ordinances. The pre-application procedure requires a formal application, but does not require filing of a plat with the Planning Department.

In addition to the Planning & Zoning Administrator, participants in the pre-application conference may include representatives of other City and County departments, City Engineer, and any affected rural water districts and other persons and agencies as deemed necessary by the Planning & Zoning Administrator.

Comments made during the pre-application conference are for general direction only and shall not be legally binding. The purpose of the pre-application conference is to provide the applicant information concerning the potential impacts the proposed development will have on existing infrastructure and potential upgrades that will be required to the infrastructure in order to serve the proposed development.

**CONCEPTUAL PLAN CONFERENCE**

- Can the proposed development be serviced with culinary water
- Potential Impacts to the culinary water system
- Can the proposed development be serviced by sanitary sewer system
- Potential Impacts to the sanitary sewer system
- Potential Roadway Requirements and/or upgrades

After the Conceptual Plan Conference, the applicant should submit a Preliminary Evaluation of Impact Report (PEIR) which the proposed development will have on the existing and future infrastructure including: streets, electric and communication utilities; sewer, water, and storm drainage, etc.