Pre-Application Meeting Checklist

Please provide the following so we can ensure that your pre-application meeting is as productive as possible. Also, please bring any concept drawings you have available.

Address/Location of Subject Site: ________________________________

Square Footage (if known): ________________________________

Present Tenant/Use:

☐ Vacant: Last Date Occupied/Use ________________________________

☐ Occupied: Present Tenant ________________________________

Proposed Tenant/Use: ________________________________

Project Type?

☐ Change in Occupancy

☐ New Construction

☐ Renovate Existing Building

☐ Temporary Event Permit

☐ Plat

☐ Rezoning

☐ Site Plan

☐ Special Use Permit

Project Description: ____________________________________________

________________________________________________________________

Will the existing parking and/or access points be modified? ________________________________

Are there any specific questions you want answered during the meeting?

________________________________________________________________

Which review agencies do you wish to have in attendance? Please indicate below:

☐ Planning (Zoning, SUPs, etc.)

☐ Municipal Services & Operations (Engineering, Stormwater, Sewer/Water Utilities)

☐ Fire Department

☐ Historic Resources

☐ Kansas Dept. of Transportation

☐ Building Safety
Contact Information

Name: 

Phone Number: 

Email: 

Parties Attending: 

Scheduling Preference:

- Tuesday
  - ☐ 8AM-12PM
  - ☐ 1-5PM
- Wednesday
  - ☐ 8AM-12PM
  - ☐ 1-5PM
- Thursday
  - ☐ 8AM-12PM
  - ☐ 1-5PM

Targeted Submission Date (if known):
The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

If returning this checklist by email, please email to planning@lawrenceks.org