

Department of Planning and Development Services

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Lawrence KS 66044

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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/Solid
Waste/Sewer/Water Utilities)
- ☐ Fire Department

- ☐ Historic Resources
- ☐ Kansas Dept. of Transportation
- ☐ Building Safety
- ☐ Housing Initiatives Department

Contact Information

Name: _____

Phone Number: _____

Email: _____

Parties Attending: _____

***Please note that pre-application meetings will not be scheduled during the same week the meeting request is received.**

Scheduling Preference:

| | | |
|------------------|--|---------------------------------------|
| Monday | <input type="checkbox"/> 8AM-12PM | <input type="checkbox"/> 1-5PM |
| Tuesday | <input type="checkbox"/> 8AM-12PM | <input type="checkbox"/> 1-5PM |
| Wednesday | <input type="checkbox"/> 8AM-12PM | <input type="checkbox"/> 1-5PM |
| Thursday | <input type="checkbox"/> 8AM-12PM | <input type="checkbox"/> 1-5PM |
| Friday | <input type="checkbox"/> 8AM-12PM | <input type="checkbox"/> 1-5PM |

☐ **Virtual**

☐ **In-Person**

Targeted Submission Date (if known): _____

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.