



Date Received by Planning

## PRE-APPLICATION/APPLICATION ACCEPTABILITY MEETING REQUEST

A Pre-Application/Application Acceptability Meeting can be requested after you have met with a staff planner and obtained the submittal checklist(s) and handouts related to your project. To request a Pre-Application/Application Acceptability Meeting, complete this form and submit it to the Planning Division along with the following:

- A copy of the project plans on 11" x 17" or larger format.
- Payment of \$440 Pre-Application/Application Acceptability Review Fee payable by check to "City of Concord" or by credit card (complete and attach credit card authorization form).

Your project will be assigned to a Project Planner within five (5) business days of submitting this form. The Project Planner will contact you to schedule the Pre-Application/Application Acceptability Meeting where you will be advised of the submittal requirements for your project and given information on the development review process. A complimentary follow-up meeting may be necessary before a formal application is accepted in order for staff to review changes made to your application or plans in response to issues and submittal requirements discussed at the Pre-Application/Application Acceptability Meeting.

### TO BE COMPLETED BY APPLICANT

APPLICANT NAME	
APPLICANT PHONE:	APPLICANT E-MAIL:
PROJECT SITE ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER
PROJECT DESCRIPTION ((PROVIDE BRIEF DESCRIPTION AND ATTACH PLANS))	
APPLICANT SIGNATURE:	DATE:

### FOR PLANNING DIVISION USE ONLY

APPLICATION CHECKLISTS AND HANDOUTS PROVIDED BY :	DATE:
<input type="checkbox"/> STANDARD APPLICATION FORM <input type="checkbox"/> SUBMITTAL CHECKLIST: <input type="checkbox"/> HANDOUTS: <input type="checkbox"/> OTHER:	