



City of Payette

Pre Development Meeting Questionnaire

OFFICE USE ONLY

Date Received _____

Date of Meeting _____

What is the purpose of pre-development meetings?

To advise and inform applicants of the procedural and substantive requirements of obtaining a permit for a new devotement project.

Who attends pre-development meetings?

The applicant and/or representative will meet with staff from Administration, Engineering, Water, Sewer, Emergency Services and Streets. Remember, the more detailed information you provide in advance, the more detailed information you will receive at the pre-development meeting.

What happens after the meeting?

It is the responsibility of the applicant of their representative to gather all pertinent information needed to submit the necessary applications for development.

APPLICANT INFORMATION

Name _____ Company _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

OWNER INFORMATION

Name _____ Company _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address _____

PROJECT INFORMATION

Project Proposal _____

Development Site Address or location _____

Cross Street _____ Sq.ft./Acreage _____

ATTACH ONE COPY OF ASSESSOR'S PAGE WITH PARCEL IDENTIFIED

Attach at least seven conceptual site plans of the project. The Plan must be clear, legible, and reproducible, and must include the following information:

- Subdivision – Conceptual layout of proposed subdivision design (approximate location of lots, roads, etc.)
- Commercial Projects – Existing and proposed structures (gross floor area) and parking areas.
- Approximate are of the parcel (in square feet or acres).
- All existing and proposed streets and/or parking areas.
- Approximate location of all creeks.
- Approximate location of trees.
- North arrow and approximate scale of drawing.
- Vicinity map which shows the location of the subject property, in relation to exiting City/Council roads and adjacent properties, sufficient to identify the property in the field for someone unfamiliar with the area. The distance of the closest intersection of roads should be shown to the nearest 1/10th of a mile.

**PLEASE COMPLETE THIS CHART.
WRITE "N/A" IF A SPECIFIC DESCRIPTION DOES NOT APPLY TO THE PROPOSAL**

ALL PROPOSALS	EXISTING	PROPOSED
Uses and structures on property		
On-site parking		
Hours of operation		
Number of employees		
Number of residents		
Number of clients/users		
Square footage		
Number of stories		
Number of residential units		
Streets providing site access		
Water Supply		
Sewer connection: Does project propose connect to a public sewer system?		
Public use canal or waterway on site		
Other streams on site		
Underground storage tanks		
Hazardous substance use		
Identify pat/proposed land uses, i.e. Industrial, commercial, agriculture		
LAND DIVISIONS		
Number of lot		
Types of housing		

List any specific questions that you want answered at the pre-development meeting:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Every development is required to meet existing City Code unless a specific variance is granted by the Planning and Zoning Commission and the City Council.

The purpose of this development meeting is not to determine whether your proposal actually meets code. It is solely to assist in understanding SOME of the issues which might not otherwise be thought of before development process begins.

NOTHING SAID IN THESE MEETINGS EXEMTS AN APPLICANT FROM CITY CODE. NOTHING SAID IN THESE MEETINGS GUARANTEES A VARIANCE AS THAT IS BEYOND STAFF CONTROL.

Payette City Code is available in its entirety at:

www.cityofpayette.com

or a copy may be obtained at City Hall