



Date Received by Planning

PRE-SUBMITTAL MEETING REQUEST

A Pre-Submittal Meeting is required prior to submitting any plan or application to the Planning Division that requires a coordinated review with other City divisions and departments. The purpose of the meeting is for City staff to advise you of the general requirements and review process pertinent to your project before you submit a planning application. A Pre-Submittal Meeting can be requested after you meet with a planner and obtain the submittal checklist(s) and handouts related to your project. To request a Pre-Submittal 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 \$683 Pre-Submittal 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 meeting. If your project involves new development, it is highly recommended that you bring members of your design team (e.g., civil engineer, architect, etc.) to the meeting who can discuss the technical aspects of your project.

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:	