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PRE-APPLICATION INFORMATION

The pre-application process is designed to provide residents or other interested parties an avenue to meet with City staff prior to submitting an application for variance, conditional use, or other land use request. It is our experience that such meetings allow an applicant to gain a better understanding of the application process, and provide an avenue to determine exactly what must be requested to achieve a desired goal. Please note that many applications cannot be reviewed upon submittal as they are incomplete or do not properly request all necessary approvals. This in-turn increases the overall timeframe necessary to go through the City process.

Application deposit: $2,000.00 (Resident)
$6,000.00 (Non-resident)

The application deposit is used to cover the initial time you spend with the City's consulting staff (i.e., planner, engineer or attorney). Consulting staff charges the City on an hourly basis as follows:

Planner	$80-167/hour
Engineer	$102-169/hour
Attorney's fees (if needed)	

In filling out this application, you will be responsible for the consulting time utilized to answer your questions. Your deposit will be used against such charges, and any unutilized funds will be returned to you. If your consulting fees exceed the deposit, you will be billed the difference by the City.

Process:

At a minimum, you must submit the application and fee to be authorized to meet with City staff members about your request. It is strongly encouraged to also provide a brief written narrative on what you are seeking along with any proposed plan sets, surveys, and other documentation to be used during the discussion. Staff will review such documentation and give consideration to your request prior to meeting with you. Staff at City Hall will assist you in setting up the meeting at a mutually convenient time.