

Tooele City Corporation Pre-Development Meeting Application

Applicant/Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____

Fax #: _____ Email: _____

Project Name: _____

Project Location: _____

Project Description: _____

Of Lots: _____ # Of Acres: _____

Current Zone: _____

Others Attending Meeting: _____

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Date Received in City Hall: _____

Accepted By: _____ C20 _____

Date of Meeting: _____ **Item #:** _____ **Time:** _____ **PM**

TOOELE CITY CORPORATION PRE-DEVELOPMENT MEETING INFORMATION

WHAT IS THIS MEETING FOR AND WHY SHOULD I ATTEND?

This mandatory meeting with City Representatives is to assist you in determining if your proposal can or may be approved by the City. All development interests that require a City permit or approval should attend. The meeting will achieve two specific objectives:

1. It will result in a cursory review of your project by City Representatives prior to formal application with the City. This review will help you decide to submit an application for approval with the City or to reconsider your request, modify it, or cancel it altogether. Primarily the City is interested in providing feedback to you early in the development process before you spend a significant amount of money and time attempting to submit an application with the City.
2. The meeting will orient the developer with City Representatives and will further explain the City's process of application review and approval.

WHO ATTENDS?

The City requests that a representative of the proposed development attend this meeting along with City Representatives that are involved in the approval process of projects requiring a building permit. *The City strongly encourages the attendance of the project architect or engineer* in an effort to establish quality communication between the City and developer.

City Representatives:

Cary Campbell, Public Works Director/Chief Building Official
Mark Bouck, Plans Examiner
Rachelle Custer, City Planner
Paul Hansen, Contract City Engineer
Steve Pruden, City Council
Scott Wardle, City Council
Dave McCall, City Council
Shawn Milne, City Council
Marlene Cline, Accessibility Committee Chairman
David Gillette, City Fire Chief
Troy Tate, First Assistant Fire Chief
Gary Coon, Second Assistant Fire Chief
Robert Warner, Tooele County Health Department

HOW DO I GET ON THE AGENDA?

\$ Submit to Community Development Department, Suite 108 at Tooele City Hall by Tuesday at 5:00 p.m. the week before, with completed application, two full-size drawings and fifteen 11" x 17" (or 8 1/2" x 11") copies of the proposed site plan. The site plan must include an accurate scale and specific dimensions. The site plan should include information regarding the building outline, size, and setbacks, the location of landscaping and parking lot plans if applicable. If building elevations are available, please provide them when plans are submitted.

WHEN DO WE MEET AND WHERE IS THE MEETING?

\$ 2nd and 4th Wednesdays of the month at 3:30 p.m. as scheduled by City Staff.

\$ Tooele City Hall, 90 N Main Street, Large Conference Room 2nd Floor

DEADLINES:

\$ Plans must be submitted by 5:00 p.m. Tuesday, the week **BEFORE** the meeting.

NO FAXED PLANS ACCEPTED

IF YOU HAVE ANY QUESTIONS CALL (435) 843-2130