



Applicant Guide for Site Plan Application Pre-Submittal Consultations

The purpose of this document is to provide guidelines for site plan pre-submittal consultations. This is an optional service designed to provide guidance on process and critical issues and assist applicants in submitting a complete site plan application. This service is currently limited to affordable housing development or residential-only development with five units or more.

Minimum Requirements

- An applicant must have a substantially complete application and site plan set ready for review.
- Required elements include:
 - Project engineer
 - Completed draft of the applicable site plan application
 - Draft site plan set ready for initial review

Consultation Structure

- Case Managers are responsible for organizing, scheduling, and facilitating consultations with applicants and City reviewers.
- Applicants will be offered one consultation with all applicable review disciplines represented before formal site plan review.
- Applicants will be responsible for providing the Case Manager with topics for the consultation agenda.
Note: Case Managers will review the proposed agenda and staff availability to ensure the consultation can meet the applicant's needs. The number of reviewers needed may vary with each application.
- All consultations will occur virtually, via Microsoft Teams.
- Consultations will be scheduled for one hour and will occur on set days/times each week.

Procedures

- Applicants request a consultation through a Case Manager through the [Pre-Submittal Consultation Request Web Form](#).
- The applicant must provide topics for the consultation agenda for it to be scheduled.
- The Case Manager schedules the consultation with the appropriate review staff and applicant.
- Review staff will confirm availability within 2 business days of an Outlook invitation.
- Review staff will review the agenda and be prepared to discuss the identified topics.
- The Case Manager will facilitate the consultation with the applicant and reviewers.
- Applicants will draft consultation notes and submit them to the Case Manager within 2 business days. The Case Manager will then finalize those notes and email them to all consultation attendees within 2 business days of receipt of the draft notes.