

## Planning and Development Early Assistance Options

	Meet with the Planner-On-Duty (POD)	Pre-Development Meeting (PDM)	Zoning Verification Letter (ZVL)
<b>Description</b>	Customers utilizing this option will meet with the Planner-on-Duty (POD) who will provide technical assistance on a development proposal relating to zoning and platting. This Early Assistance option is intended to provide the customer with a preliminary review of a proposed project and what procedures may be needed.	A Pre-Development Meeting is a meeting between an applicant and representatives of appropriate City departments prior to the submission of a detailed application for a building or other development permit.	A Zoning Verification Letter (ZVL) provides the customer with information regarding the zoning of a particular property and any other details as requested. A ZVL can also be used to verify allowable signage or how another applicable development standard would apply to a given property. The ZVL is not able to provide information regarding building code compliance.
<b>Required?</b>	Optional	Optional (highly recommended)	Optional (may be required by lender)
<b>Timeline</b>	Walk-in visit	3-5 business days	1 business day
<b>What do I submit?</b>	No formal submittal required. Please come prepared to discuss a general plan or idea. Sketches and preliminary site plans are helpful but not required. Staff will do their best to evaluate the proposal with the information given at the time of the meeting.	Applicants must submit a Predevelopment Meeting Request form at least one week prior to the desired meeting date.	Applicants must submit a ZVL request form and applicable fee. Any supporting information including but not limited to a property map or survey is encouraged but is not required. Drawings or schematics must be submitted for ZVLs that are intended to answer a specific site plan proposal or signage plan.
<b>Benefit of Assistance</b>	A meeting with the POD provides the customer with an easily accessible venue for technical assistance. This assistance option provides verbal responses and feedback to the customer as well as any necessary code reference material and applications.	A Pre-Development Meeting provides the customer substantial insight into how their proposal will be reviewed by City staff and how development standards will apply to the specific project.	A Zoning Verification Letter provides the customer with a written letter signed by City staff that certifies the content to be accurate to the best of the City's knowledge. Customers should use this option if they need to verify applicable City Codes for a particular property in writing.
<b>Where do I submit?</b>	Meet with the POD at the Planning Counter during business hours.	Permit Center Staff	Planning Department
<b>Fee</b>	Free of charge	Free of charge or \$100 for sites > 1 acre	\$25