



## Information Required for a Pre-Submittal Conference

1. Applicants should have a working knowledge of all applicable codes and their requirements, and present any issues within the context of the code. Pre-submittal conferences are not intended to serve as a substitute for basic understanding of the codes (some exceptions apply). DPD is not responsible for the identification of issues not raised by the applicant. The Pre-submittal conference is not intended to be a replacement for the plan review process.
2. The applicant should state if there are any concerns or issues that may not comply with the Building Code and, provide a rational or justification for approval of an alternative.
3. After the Pre-submittal conference, minutes of the meeting will be documented with any specific issues. This includes documentation of decisions made and proposals, with justifications, for resolution of any outstanding issues.
4. Provide additional plan and elevation drawings as is necessary to clearly present the issues of your proposal that need interpretation, clarification and/or feedback.
5. Provide as much of the following site design information as it is possible and as it is applicable to your project.
6. Available soils or wetlands consultant reports, photographs, or surveys which may be used for an environmentally critical areas evaluation of the site.
7. A breakdown of the total impervious area of the site and with a note indicating the amount of new impervious area being developed. Include any area in the right-of way being developed or improved.

Type of Pre-submittal Conference	Fee Required*
Land Use	<ul style="list-style-type: none"> <li>• <b>Min. fee of \$500</b> (First 2 hrs of staff time) Each land Use staff person attending charges hourly @ \$250/hr. Hours in excess of 2 hr min fee will be billed to the applicant.</li> </ul>
Zoning Only	
Streamlined Design Review	
Early Design Guidance	
Construction	<ul style="list-style-type: none"> <li>• Atria – 35% of DFI</li> <li>• High-rise – 35% of DFI</li> <li>• Regular - \$265.50</li> </ul>
<p><b>*Note:</b> Additional fees may be assessed based on the complexity of the project and the time and amount of meetings the project needs. These fees will be assessed on an hourly basis.</p>	

Original Statement of Financial Responsibility form must be submitted with Pre-submittal Conference Application. Fees are required for all conferences and must be paid prior to the actual meeting. Conferences will not take place without verification that all required fees are paid. Your information will be reviewed by a DPD Coordinator, who will contact you as to your eligibility for a Pre-submittal Conference. A letter will be sent confirming meeting date, place, time as well as when and where to pay fees.