



Pre-Application Meeting Guide

Applicability

Pre-Application Meetings are required for all non-residential development proposals that increase the amount of existing square footage, site disturbance, or unit count by more than 10% on the subject parcel. The Clear Creek Community Development Director may waive the pre-application meeting if determined appropriate.

Purpose

The purpose of a pre-application conference is to provide an initial avenue of communication between the County Planning Department and the applicant prior to submittal of a Land Use Application or Commercial Building Permit in order to effectively direct the applicant to the appropriate process, and clarify that process and submittal requirements needed to complete the request.

Scheduling a Meeting

Please contact the County Community Development Department to set up a pre-application conference. The meeting shall be set up at least 1 week in advance so that applicable Staff has available time to meet with the applicant and/or provide appropriate comment towards the request.



Submittal Requirements

The below submittal requirements are needed prior to the pre-application meeting in order to understand the proposal and to help Planning Staff determine the appropriate process for the subject request. Submittal information shall be provided to Staff at least 1 week prior to the pre-application meeting. The submittal information can be submitted either electronically or in hard copy form.

Narrative

A narrative of your proposal that includes the following information:

- a. Types of proposed and existing uses
- b. General hours of operation
- c. Maximum number of potential employees

- Square Footage
Total existing and proposed square footage on the subject property
- Site Disturbance
Total existing and proposed site disturbance on the parcel. This includes all disturbed areas of the site (e.g. driveway, building footprints, parking area.... Etc). Please calculate this to the best of your ability in sq. ft. or acre units.
- Traffic Analysis
Estimated existing and proposed traffic to the property. Please calculate this in Average Daily Trips (ADT). Please provide supporting information for this calculation (for example you could provide support of existing customers serviced on a monthly basis, plus employees, and deliveries. If the business is new, it may be appropriate to provide support from an existing business that is similar in nature an size. 1 trip in and 1 trip out equals 2 ADT.
- Site Plan
Site Plan of the property and all improvements



Post Meeting Report

Planning Staff will provide a 'Pre-Application Meeting Analysis Report' to the applicant within a timely matter after the pre-application conference. This report will detail the items discussed during the pre-application conference and should provide the applicant clarification as to what process and what additional submittal requirements are applicable to their request.