

Date \_\_\_\_\_

Agent Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Property Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Owner's Address \_\_\_\_\_

\_\_\_\_\_

<b>Correspondence to be sent to:</b>	
<input type="checkbox"/> Agent	<input type="checkbox"/> Owner
<input type="checkbox"/> Other _____	

Name of Subdivision, Development, or Business _____		
Proposal/Request _____		
_____		
_____		
Zoning District _____	Project Acreage _____	PIN _____

Please submit one copy of this request form, following required attachments, and the application fee to the Zoning Administrator at the Town Office.

- Existing boundary/property survey of site.
- Description of proposed project or use.
- Conceptual development plan.
- List of issues to be discussed at the meeting.

I request a pre-application conference to discuss my intentions with regard to this proposed application and any questions regarding procedures or substantive requirements of the Purcellville Town Zoning Ordinance and the Purcellville Town Land Development and Subdivision Control Ordinance. I understand that no matters discussed at this meeting shall be binding on either the applicant or the Town.

\_\_\_\_\_  
 Owner's Signature Date

**For Town Use Only**

Application Incomplete:	Date Returned:	<input type="checkbox"/> Fees Paid Amount \$ _____
Application Complete:	Meeting Date:	
Applicant Notified on:	Time:	TP _____



## **PROCESS FOR FORMAL PRE-SUBMISSION CONFERENCES FOR LAND USE APPLICATIONS**

- 1) Applicant should complete and submit a Request for Formal Pre-Submission Conference application and required relevant materials to the Department of Community Development.
- 2) Upon receipt of a Request for Formal Pre-Submission Conference, Community Development staff will make an electronic copy of the application and supporting documentation and forward it to the Town Council, Town Manager's Office, Town Attorney's Office, Director of Public Works and Public Works Engineering Department within two business days.
- 3) The meeting will be scheduled within two weeks of the Town's receipt of the Request for Formal Pre-Submission Conference and should occur Monday through Friday during the normal office hours of 8:00 am to 5:00 pm. Once a final meeting date is set, all impacted departments and the Town Council will be notified immediately via email.
- 4) Any members of Town Council wishing to attend, will coordinate through the Director of Community Development and Town Clerk to make sure that we do not have more than two Council members attend any pre-submission conference.
- 5) Community Development staff will be responsible for taking notes and providing summaries of the discussions. Once completed, the summary/meeting notes will be emailed to all participants including the entire Town Council.
- 6) It is noted that all discussions or determinations made at the Formal Pre-Submission Conference are not binding upon the Town or the applicant.
- 7) All applicants are encouraged to reach out to the adjacent property owners and neighborhoods in order to present their proposed concept. This will provide the applicant with constructive and positive feedback which should be beneficial.