

REQUEST FOR A PRE-APPLICATION CONFERENCE

Office Use Only

Application No. \_\_\_\_\_

Date of Application \_\_\_\_\_

Fee \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

NOTE: NO PRE-APPLICATION CONFERENCE SHALL BE SET UNTIL THIS FORM IS COMPLETED IN FULL, SIGNED, AND ALL EXHIBITS REQUIRED ARE PROVIDED TO THE TOWNSHIP.

TO BE COMPLETED BY APPLICANT:

1. Name of Applicant (s) \_\_\_\_\_  
\_\_\_\_\_
2. Address of Applicant (s) \_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number where Applicant can be reached during normal business hours: \_\_\_\_\_
4. County Tax Parcel Number (s) of property under consideration:  
\_\_\_\_\_  
\_\_\_\_\_
5. General location of property under consideration:  
Street Number \_\_\_\_\_  
Nearest Road Intersection \_\_\_\_\_  
\_\_\_\_\_
6. Owner (s) of property under consideration:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_
7. Proprietary Interest of Applicant:  
Owner \_\_\_\_\_  
Option on Property \_\_\_\_\_  
Other, Explain \_\_\_\_\_  
\_\_\_\_\_
8. The following exhibits and plans shall be provided with this application.
  - A. Exhibit No. 1 - A copy of the certificate of title or other proof of a proprietary interest in the land. If none is provided, the Township need not consider the request for a review until such submission is made.
  - B. Exhibit No. 2 - Existing Conditions: Utilizing a County Tax Map, Township Map, or similar available illustration, identify the land tract under consideration. List in text form or on the map the following:
    - (1) Existing lot lines, monuments.
    - (2) Existing covenants of the land.
    - (3) Existing roads, easements, rights-of-ways, and/or other restrictions.
    - (4) Existing land use: open land, agricultural, forest, residential, or other.

- (5) Existing water course or water body.
- (6) General location of any existing structures and street address for these structures.

C. Exhibit No. 3 - General Proposed Master Plan - Utilizing a County Tax Map, Township Map, or similar available illustration, identify the tract under consideration. List in text form or on the map the following:

- (1) Future lot arrangement indicating in general the number of lots, approximate size, and proposed use. Note alternate lot arrangements.
- (2) For a Land Development indicate future arrangement of structures and buildings and use of such structures and buildings. Note alternate layouts, proposed staging of development, and the maximum/alt-mate level of development.
- (3) Proposed ownership of lands and structures/buildings
- (4) Future roads, streets, driveways, and parking areas in relationship to existing and/or adjacent roads, streets, driveways, and parking areas. Proposed ways for non-motorized vehicles and pedestrians.
- (5) Proposed relocation, crossing, or alternation of any water course or storm drainage way.
- (6) General plan and/or statement of proposed water supply and sanitary sewage collection and treatment.
- (7) Any other proposed improvements.
- (8) Proposed covenants to restrict/control development or use.
- (9) Indicate "probable" expansion areas adjacent to the proposed site and how future road extensions and other facilities could be integrated with the proposed land subdivision or land development.

I, the undersigned Applicant, am Owner (or the Authorized Agent) of the above described property and the statements herein are true and correct as I verily believe.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

TOWNSHIP USE ONLY

- A. Exhibit No. 1 provided. Yes\_\_\_ No\_\_\_
- B. Exhibit No. 2 provided. Yes\_\_\_ No\_\_\_
- C. Exhibit No. 3 provided. Yes\_\_\_ No\_\_\_
- D. Date set for Conference\_\_\_\_\_1\_\_.
- E. Results/Meeting Report of Conference is attached. Yes\_\_\_No\_\_\_