



## Pre-Development Meeting Questionnaire

City of Emmett  
601 E 3<sup>rd</sup>, Emmett, ID 83617  
Phone: 208-365-9569

Office Use Only:

Date Received: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

**Due to the demand for meetings with our staff we will only hold meetings on Wednesday of every week. If you would like to be added to the schedule for the week, we ask that you fill out this questionnaire and submit it to our office no later than Monday of the prior week.**

### What is the purpose of pre-development meetings?

To advise and inform applicants of the procedural and substantive requirements of obtaining a permit for a new development project.

### Who attends pre-development meetings?

The applicant and/or representative will meet with the Building Official, Zoning Administrator, and Public Works Director, if applicable. The more detailed information you provide in advance, the more information you will receive at the pre-development meeting.

### Scheduling

After the questionnaire has been received and accepted by staff, the applicant will be contacted within three business days to schedule a pre-development meeting with the assigned staff member(s).

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## OWNER INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Street Address: \_\_\_\_\_ City State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Additional Attendees: Name, Title, and Email

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**PROJECT INFORMATION**

**Property Address or Parcel Number:**

Cross Streets: \_\_\_\_\_ Sq.ft./Acreage: \_\_\_\_\_

**DO YOU OWN THE PROPERTY?** ☐ YES ☐ NO

**IF NOT, IS THIS PROPERTY UNDER CONTRACT?** ☐ YES ☐ NO

**Project Proposal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DOCUMENTS:**

- ☐ Site Plan/Concept Plan (Required)\*
- ☐ Landscape Plan
- ☐ Floor Plan
- ☐ Project Narrative
- ☐ Preliminary Plat
- ☐ Exterior Lighting
- ☐ Elevations
- ☐ Boundary Survey
- ☐ Parcel Map (provided by the assessor’s office)

**NUMBER OF PROPOSED:**

- \_\_\_\_\_ Residential Lots
- \_\_\_\_\_ Single-Family Units
- \_\_\_\_\_ Commercial Lots
- \_\_\_\_\_ Duplex Units
- \_\_\_\_\_ Industrial Lots
- \_\_\_\_\_ Multi-Family Units
- \_\_\_\_\_ Common Lots

**QUESTIONS:** Building, Zoning, Public Works, or Economic Development

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\_\_\_\_\_

\*A site plan/concept plan is required for all meetings. This can be a preliminary sketch/drawing and is not required to be professionally drawn.