



# Staff Consultation

## Description

**Staff Consultations** are done to **ensure a complete application** is submitted to foster an **appropriate review** process and **reduce unforeseen issues** that may hinder the permit process down the line. This meeting allows staff an opportunity to **answer questions** the applicant may have about the permitting process, as well as **discuss the details** of the project, note any **potential issues**, and identify application submittal requirements.

Projects that require a staff consultation include the following:

- Single Family Dwellings exceeding 3,600 square feet
- Approved Fire Flow not on record
- Property size less than 1 acre
- Multiple Occupancies
- Recreational Marijuana, Wireless Communications Facilities, Commercial, or other complex reviews
- As determined by the Building Official, Deputy Director, senior staff, or upon request of the applicant

## Submittal Requirements

- Staff Consultation Application.
- Site Plan with approximate square footage of all structures, proposed and existing.
- Narrative, describing your proposal, the use and location of existing and proposed structures, timeline for construction, and current use of the property.

Applicant(s) \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

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

Project Address \_\_\_\_\_

Parcel # \_\_\_\_\_ Acres \_\_\_\_\_ Total Square Footage of Structures \_\_\_\_\_ ft<sup>2</sup>



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**Narrative:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Show:** Property lines, road location, driveway, proposed and existing structures, well location, and septic system.



Indicate North Arrow in Circle