

# Pre-Application Conference Request Form Athens-Clarke County Planning Department

**What is the purpose of a Pre-Application Conference?**

A Pre-Application Conference is required by the zoning code for Type I, Type II and Type III applications. Pre-Application Conferences aid the applicant in preparing a complete project proposal. Staff is available to answer questions, review procedures and forms, and identify potential policies or regulations that may create opportunities or problems for the proposals. The purpose is not to provide a full review of the proposal and applicants should not expect all potential review areas to be discussed.

A Pre-Application Conference may be used by the applicant to inform representatives of neighborhood groups about a potential project. If proposed projects fall within one or more neighborhood boundaries mapped as a part of the Neighborhood Notification Initiative, Planning Staff will provide applicants with a list neighborhood contacts. Applicants are strongly encouraged to contact neighborhood representatives at the earliest possible time to discuss proposed planning actions and any resulting neighborhood concerns.

**All applicants for Type I, Type II, and Type III planning actions, including Rezoning, Special Use, and Planned Development requests, shall have completed a pre-application conference for the project with the Athens-Clarke County Staff within a two-week to six-month time period preceding the application date.**

**Subject Property Address:**

Tax Parcel Number(s): \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Proposed Zoning Classification: \_\_\_\_\_

**Current Property Owner:**

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Authorized Agent:**

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Meeting Date/Time: \_\_\_\_\_

*(At least 48 hours notice is needed to arrange the conference.)*

- On the back of this form or on a separate sheet, briefly describe the proposal and denote any specific questions or issues that you would like to discuss at the pre-application conference.
- Please provide an electronic version of the proposed project if possible, or attach a sketch to this form.

**A brief description of the proposal:**

**Specific questions or issues that you would like to discuss at the pre-application conference:**

(Please note: Other Athens-Clarke County staff may be included in the meeting, as appropriate based on the specific issues or questions notes below--staff schedules permitting. Prior to the submittal deadline, applicants are strongly encouraged to meet with other A-CC Departments including Public Works and Public Utilities if these staff members are not present at the Pre-Application Conference.)

Return form to the Planning Department c/o Amy Riddering at –

- [amy.riddering@accgov.com](mailto:amy.riddering@accgov.com) or
- 120 W. Dougherty Street, Athens GA 30601