



PRE-APPLICATION MEETING FOR DEVELOPMENT

126 S Washington – PO Box 66 • Strafford, MO 65757
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PRE-APP# _____

Date Received _____

WELCOME!

City of Strafford offers this no-fee process to assist you, the owner, in evaluating a specific site for development or redevelopment. A meeting will be scheduled and a representative from the city will call you to confirm the time and location. While it is not required, we encourage you to have a licensed Architect or Engineer assist you in preparing the information below as well as attend the scheduled meeting. Our goal is to be an asset to you as we evaluate your project. The more information you can provide, the better we can assist you.

Site Address: _____

Applicant's Name: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

Architect of Engineer's Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Description of proposed Use(s): _____

Below is a list of things that we have found to be helpful as we prepare for you conference: Do not worry if you do not have all these items. We are here to assist you.

- Legal Description
- Site Plan (A sketch drawn to scale or if not an aerial photograph with the following shown)
 - Easements that you are aware of
 - Proposed driveway locations
 - Existing and proposed structures
 - Proposed parking lots
- Utility information – (What kind and size are needed)
- Proposed stormwater drainage concept
- Type (wood, steel, etc.) and size of building
- Any additional information you feel necessary to assist us in evaluating your project before the meeting.