



## PRE-CONSTRUCTION MEETING APPLICATION

Preconstruction meetings can held upon request on Tuesday mornings at 9:00 a.m. in the Mollenhoff Room on 2<sup>nd</sup> floor of City Hall. These can be requested to discuss upcoming commercial projects by the owner, developer or contractor. These meetings are not required, but offered for those projects that may require a little more coordination and information. Included City entities: Building Department, Engineering Department, Planning and Zoning, Fire Department, and Water Works. Please include any available information such as a site plan or building plans.

1. Name of applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

2. Location of project: \_\_\_\_\_

\_\_\_\_\_

3. Proposed use of building: \_\_\_\_\_

\_\_\_\_\_

4. Proposed size and stories of building: \_\_\_\_\_

\_\_\_\_\_

5. Privacy sensitive: Yes \_\_\_\_\_ No \_\_\_\_\_

6. Number of people attending: \_\_\_\_\_

7. Date Requested: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_