



## **Pre-Development Meetings**

**Please submit request form and information to:**

**[communitydevelopment@rochestermn.gov](mailto:communitydevelopment@rochestermn.gov)**

**201 4<sup>th</sup> St SE, Room 108**

**Rochester, MN 55904**

**Phone: 507-328-2950 Fax: 507-328-2401**

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

To advise and inform applicants of the procedural requirements for a new development project, identify project related issues, and exchange information. Comments from Staff are conceptual in nature and should not be construed as a formal Staff recommendation.

Pre-development meetings are held every Thursday afternoon starting at 1 pm. The request and any submittal items shall be submitted by 5 pm on the Thursday the week before your desired meeting. In the event a meeting date becomes full, Planning may schedule you for the following Thursday. Meetings are scheduled on a first come first serve basis. Planning will notify you of your exact meeting time by the Monday before your meeting date.

Submit all relevant plans or items. The amount of feedback you receive will depend on the amount of submittal materials. All items submitted are public information.

Please include contact information for all meeting attendees on this request. For any questions or additional information related to pre-development meetings please contact the Community Development Department at (507) 328-2950.

### **Who attends pre-development meetings?**

Staff from the Planning, Public Works, Public Utilities, Building Safety, Park and Recreation, and Fire Departments are in attendance, along with representatives from the various private utilities (i.e. phone, cable, gas) and, if relevant, other County and State agencies (PCA, DNR, Mn/DOT, County Health, County Public Works, etc.). It is recommended that the developer's engineer, architect and building contractor also attend the pre-development meeting.

### **What happens after the meeting?**

Once the staff gains an understanding of the project proposal, we will clarify the submission and the formal review process. To the extent possible, Staff will provide feedback on the proposal and identify compliance issues. All pre-development meeting feedback is conceptual and preliminary.

**Property Owner Information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Additional Email: \_\_\_\_\_

**Consultant Information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Additional Email: \_\_\_\_\_

**Project Information:**

Site Location or Address: \_\_\_\_\_

Description of Proposed Project and Land Use:

**Graphic Description of Proposed Development:** Please prepare and attach a drawing providing as much of the following preliminary information as possible (only need to include those that are applicable to your development):

- Site Address
- Building Dimensions and Area
- Configuration and Locations of Building(s) on site
- Number of Proposed/Existing Parking Stalls
- Utility and Easement Locations
- Street Location
- Sidewalks/mid-block pedestrian connections
- Elevations of Buildings
- Proposed Lot Size
- Proposed Public Parkland
- Number of Lots and Outlots
- Location of Access Points
- Elevations of Buildings
- Drive/Approach Locations
- Stormwater Facilities
- Open Space/Landscape Areas
- Existing and Proposed Zoning
- Decorah Edge/Edge Support Areas
- Wetlands/Lakes/ponds
- Floodway/Flood Fringe
- Steep Slopes

**List any specific questions that you want answered at the pre-development meeting:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_