



## Application for Pre-Development Review Meeting

**Applicant Name** \_\_\_\_\_

**Applicant's Mailing Address:** P. O. Box \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address for **primary contact** (required) \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Location of Proposed Development \_\_\_\_\_

Type of Proposed Development \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*Please attach 1 copy of your proposal and/or plans for the project to this application. \*\***

**Pre-Development meetings are scheduled in 45-minute increments on a first come, first serve basis. The maximum time any applicant can be allotted is one (1) hour. Only three meetings will be scheduled per Thursday. Pre-development meetings serve only to make the applicant aware of any particular areas of concern and the proper procedure for obtaining permits from each department, not to address all engineering and design issues. If you have a list of specific items for each department to address, please submit the list by e-mail to JaRanda (Randi) Doveton at the Planning & Zoning Office. The Zoning Office will distribute the list to the appropriate departments for comment. The comments will be forwarded to you by e-mail. Due to time constraints of all departments, lengthy lists cannot be discussed during the meeting. [rdoveton@mbpz.org](mailto:rdoveton@mbpz.org)**

This space for office use only

Map Number \_\_\_\_\_ Parcel \_\_\_\_\_ District \_\_\_\_\_

Application Number \_\_\_\_\_

The Development Review Meeting is scheduled for \_\_\_\_\_ at \_\_\_\_\_ a.m.

## Submittal Checklist for Pre-Development Applications

The following information **MUST** be submitted with an application for Pre-Development Review. Without this information, our office will not be able to place your proposal on a Pre-Development schedule.

- Site plan** – If you're proposing single family attached or a commercial/ industrial/institutional project, please include the buildings on the plan.
- Area of the project \_\_\_\_\_
- Number of units \_\_\_\_\_
- % of greenspace \_\_\_\_\_
- Width of all streets. \_\_\_\_\_
- Are water and sewer proposed? Yes  No  (*check one*)
- Are streets to be public? Yes  No  (*check one*)  
Private/Gated? Yes  No  (*check one*) \_\_\_\_\_
- Current Zoning District \_\_\_\_\_
- Proposing to Rezone? Yes  No  (*check one*)  
If yes what district is proposed? \_\_\_\_\_
- Amenity area? Yes  No  (*check one*)  
If yes, is a swimming pool proposed? Yes  No  (*check one*)
- If proposing a Cluster Development, what setbacks are you proposing for:  
Front\_\_\_\_\_, Side\_\_\_\_\_, Rear\_\_\_\_\_?
- Narrative** – tell us a little about your proposed project, other than what is listed above. Narrative should be typed or included on the plans.
- Provide us a list of specific questions** for P&Z, Health Department requirements, MWA requirements/procedures, Engineering requirements/procedures, Traffic Engineer requirements, Fire Department requirements, **if you have any**. This will ensure that all of your questions are addressed during the meeting or as a written answer and help to stream line our meeting.

Remember to submit 1 full size and 1 half size copy of the plans as well as 1 copy of ALL descriptive documents any Thursday by 5PM for the following Thursday. Meetings are on a 1<sup>st</sup> come 1<sup>st</sup> serve basis and we only accept 3 per Thursday. If you are trying to meet with the departments prior to a CU or Rezoning deadline, Please refer to the Hearing Calendar at [www.maconbibbpz.org](http://www.maconbibbpz.org) and plan accordingly.



MACON-BIBB COUNTY  
Planning & Zoning

Macon-Bibb Planning & Zoning Commission  
682 Cherry Street, Suite 1000  
Macon, Georgia 31201 | MBPZ.org

PRE-DEVELOPMENT MEETING QUESTIONS

DATE: \_\_\_\_\_

**TRAFFIC ENGINEER:**

1. Will the proposed project require an acceleration or deceleration lane? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How will the proposed development affect the existing traffic patterns? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Will the proposed development cause any stacking or traffic congestion? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What are the existing or proposed driveway isle widths? \_\_\_\_\_
5. How many existing or proposed parking space? \_\_\_\_\_
6. What is an acceptable radius for the proposed roadways and curbs? \_\_\_\_\_  
\_\_\_\_\_
7. Are the ingress and egress driveways using existing curb cuts or proposed? How Many? \_\_\_\_\_  
\_\_\_\_\_
8. Does the existing driveway impede with visibility to and or from the development? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Additional questions and or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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PRE-DEVELOPMENT MEETING QUESTIONS

DATE: \_\_\_\_\_

**FIRE PREVENTION:**

1. Does the proposed development include any existing structures or is this new construction? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Does the proposed development have an existing fire suppression system? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
3. Will the proposed development have any flammable storage? If so, where and describe? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
4. How many tenant spaces and or bedrooms are provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What are the existing or proposed driveway isle widths? \_\_\_\_\_
6. What is an acceptable radius for the proposed roadways and curbs? \_\_\_\_\_  
\_\_\_\_\_
7. Is a fire hydrant located near the development? Yes  No  Distance? \_\_\_\_\_  
\_\_\_\_\_
8. Is adequate access to each structure provided? Yes  No
9. Additional questions and or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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PRE-DEVELOPMENT MEETING QUESTIONS

DATE: \_\_\_\_\_

**HEALTH DEPARTMENT:**

1. Is the proposed development on a septic system? Yes  No
2. Is the proposed development on a well? Yes  No
3. Does the proposed development have a swimming pool, sauna and or spa? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
4. Will food service be provided for the proposed development? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
5. How many tenant spaces and or bedrooms are provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How many restrooms are provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Does the building have an existing building or is it new construction? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Additional questions and or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PRE-DEVELOPMENT MEETING QUESTIONS

DATE: \_\_\_\_\_

**MACON WATER AUTHORITY:**

1. Does the proposed development have access to an existing water main and or sanitary sewer?  
Yes  No  Both  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Does the proposed development have a swimming pool, sauna and or spa? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
3. Will food service be provided for the proposed development? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
4. How many tenant spaces and or bedrooms are provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How many restrooms are provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Are there any existing sanitary sewer easements on the proposed development? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
7. Are there any existing water main easements on the proposed development? Yes  No   
\_\_\_\_\_  
\_\_\_\_\_
8. The proposed development may require a backflow preventer test, please contact MWA for more info.
9. The proposed development may require a fire flow test, please contact MWA for more info.
10. Is a fire hydrant located near the development? Yes  No  Distance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Additional questions and or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



PRE-DEVELOPMENT MEETING QUESTIONS

**DATE:** \_\_\_\_\_

**COUNTY ENGINEER:**

1. How many acres is being disturbed for the proposed development? \_\_\_\_\_

A land disturbance permit may be required. \_\_\_\_\_

2. How is water runoff being addressed? \_\_\_\_\_

\_\_\_\_\_

3. Are there any existing easements on the proposed development? Yes  No

\_\_\_\_\_

4. Are there any existing and or proposed buffers for the proposed development? Yes  No

\_\_\_\_\_

5. Does the proposed development include any existing structures or is this new construction? \_\_\_\_\_

\_\_\_\_\_

6. Additional questions and or comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_