



## Pre-Development Review Meeting Application

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

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

City \_\_\_\_\_ ate \_\_\_\_\_ 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 1 hour increments on a first come, first serve basis. Only two 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. If you have a list of specific items for each department to address, please submit the list by e-mail to [info@mbpz.org](mailto:info@mbpz.org). The Zoning Office will distribute the list to the appropriate departments for comment. Due to time constraints of all departments, lengthy lists cannot be discussed during the meeting.**

This space for office use only

Map/Parcel Number \_\_\_\_\_ 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, sauna, or spa 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.

**The following should be addressed by the departments DURING the pre-development. Applicants can make notes on these during the meeting if they choose but ZONING STAFF should make sure that the departments address these questions. Zoning staff should make sure that this form is complete before storing the file for reference.**

**TRAFFIC ENGINEER:**

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

**FIRE PREVENTION:**

1. Is a fire hydrant located near the development? Yes  No  Distance? \_\_\_\_\_
2. What are the existing or proposed driveway isle widths? \_\_\_\_\_
3. Does the proposed development have an existing fire suppression system? Yes  No   
\_\_\_\_\_
4. Will the proposed development have any flammable storage? If so, where and describe? Yes  No   
\_\_\_\_\_
5. Is adequate access to each structure provided? Yes  No
6. Additional questions and or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH DEPARTMENT:**

- 1. Is the proposed development on a well? Yes  No
- 2. Is the proposed development on a well? Yes  No
- 3. Will food service be provided for the proposed development? Yes  No

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MACON WATER AUTHORITY:**

- 1. How many restrooms are provided? \_\_\_\_\_
- 2. How many tenant spaces and or bedrooms are provided? \_\_\_\_\_
- 3. Does the proposed development have access to an existing water main and or sanitary sewer?  
Yes  No  Both  \_\_\_\_\_
- 4. Are there any existing sanitary sewer easements on the proposed development? Yes  No
- 5. Are there any existing water main easements on the proposed development? Yes  No
- 6. Will the project require a back-flow preventer? If so what type? \_\_\_\_\_
- 7. Will this project require a fire flow test? \_\_\_\_\_
- 8. Is a fire hydrant located near the development? Yes  No  Distance? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COUNTY ENGINEER:**

1. How is water runoff being addressed? (New Construction and impervious surfaces)

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2. Does the proposed development include any existing structures or is this new construction? Yes  No

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

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

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

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

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

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