



## Pre-Application Planning Meeting Request

### INSTRUCTIONS

Pre-Application Planning Meetings provide an opportunity for City staff and applicants to discuss potential development proposals and the development process prior to submittal for formal review. At the meeting, staff will explain applicable regulations or requirements, provide initial feedback regarding the proposal, and detail the City’s approval process. Questions regarding Pre-Application Planning Meetings may be directed to the Community Development Department at 918-338-4244. Please submit all information to [kdwalker@cityofbartlesville.org](mailto:kdwalker@cityofbartlesville.org). The meeting date will be scheduled approximately 5-7 working days after required items are provided.

<b>Name of Person Requesting Meeting:</b>			
<b>Contact Information</b>			
Phone:		Email:	
<b>Proposed Project / Concept:</b>			
<b>Proposed Project / Concept Location</b>			
Street Address:			
Legal Description:			
<b>Current Use(s):</b>			
<b>Proposed Use(s):</b>			
<b>Expected Construction Cost / Budget:</b>			
<input type="checkbox"/> \$0-\$9,999	<input type="checkbox"/> \$10,000-\$49,999	<input type="checkbox"/> \$50,000-\$200,000	<input type="checkbox"/> \$200,000 +

**Additional Information Needed (Submit via email or provide a hard copy):**

1. Describe the development proposal in detail
2. List of people who will attend the meeting, their role/responsibilities in the development, and their contact information
3. List of any questions or topics that you wish to discuss
4. Submit available plans for the property and/or the development proposal (*must submit at least a draft site plan/sketch plan*)