



PRE-DEVELOPMENT MEETING APPLICATION

Community Development Department
8930 N Government Way | Hayden, ID 83835
www.haydenid.gov (208) 209-2022

To be completed by city staff:

Tracking #:

Date submitted:

Received by:

☐

Pre-Development Meeting Request

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Inquiry Meeting Request

Requested Meeting Date(s)*: _____

**Note: Hourly meetings are available weekly on Wednesdays at 9:30 and 11:00am, 1:30pm and 3pm. You may request your preferred date/time and the City will schedule based on availability of time slots and staff. Building Inspectors will not be available for afternoon meetings.*

APPLICANT: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-mail Address: _____

Applicant's design professionals to be present*: _____

**Note: Design professionals are not required to attend (but are encouraged) if this is an "inquiry meeting"; however, a pre-development meeting is required with your professional(s) prior to permit application.*

PROJECT NAME: _____

Project Description: _____

Project Address: _____

Parcel Number(s): _____ Size of Property: _____

Known Related Land Use Actions: _____

Planning, building, engineering and fire staff representatives will be present at the pre-development meeting. A more limited number of staff will be present at an inquiry meeting. The information provided at a pre-development meeting is to assist the applicant during the permitting and development processes and is based on the information provided by the applicant at the meeting as well as codes and regulations in effect at that time. Timing, as well as alterations to the site plan and/or project scope may affect the applicability of the requirements. Because the pre-development review meeting is designed to provide conceptual level review, no approvals are intended or implied until the permit application, review, and approval process has been completed. Note that measurements provided during the meeting are estimates based on available aerial photography. Relevant regulatory requirements can be found in the Hayden City Code available at: <https://www.codelibrary.amlegal.com/codes/haydenid/latest/overview>

Note: The City is now making available in-meeting full project review, at which an applicant can bring detailed, submission ready plans along with appropriate design professionals and an actual plan review will be done at the time of the meeting. This is available for simple projects at the discretion of the City and at this time, a pre-development meeting is a pre-requisite to this. If you would like to request consideration of this, please check here: ☐. Please be aware that additional reviews may be needed, but every effort will be made to process your application at the time of the meeting.

Attachments:

- ☐ Applicant's site plan(s)
- ☐ Other (describe) _____