

## **Pre-Submission Meetings**

At the time an application is filed for a site plan or a site plan amendment, the applicant will be required to provide a notarized affidavit stating that at least one pre-submission meeting was held no more than 90 days prior to the application date.

Applicants shall invite all adjacent and confronting property owners to the meeting. In addition, invitations shall be sent to homeowner and civic associations within a one-mile radius of the project site. The meeting shall be held on an evening or a weekend to ensure that as many people as possible will be able to attend.

When the meeting takes place, a sign-in sheet shall be provided so that those in attendance can identify themselves.

At the time of application submittal, the following shall be provided:

- 1) A notarized affidavit affirming that the meeting was held. The affidavit should include both the date of the meeting and where it was held.
- 2) A typed list of everyone who was invited (names and addresses)
- 3) A copy of the invitation/letter
- 4) The sign-in sheet showing those in attendance.
- 5) Minutes of the meeting, including any issues or concerns voiced by those present.

Exceptions: At this point in time, certain items that used to be considered minor amendment are now taken to the Board as Consent items. If staff has ascertained that certain changes fall into this category, it is not necessary to hold a pre-submission meeting, although all requirements for noticing the adjacent and confronting property owners, homeowner associations, and civic associations that a specific change (or changes) are being sought and giving them fifteen days to comment to Planning Staff is still required.

Pre-Preliminary plans that are going to the Board, preliminary plans and project plans do not currently require pre-submission meetings. However, the Board is in the process of rewriting their rules of procedure, and it is anticipated that these rules, when adopted, will include a requirement for a pre-submission meeting for these types of plans.