

PRE-DEVELOPMENT MEETING REQUEST

What is the purpose of pre-development meetings?

To advise and inform applicants of the procedural requirements for a new development project, identify project-related issues, and exchange information. ***Comments from City Teammates are conceptual and should not be construed as a formal recommendation.***

Pre-development meetings are held every Thursday afternoon starting at 1 pm. The request and any submittal items shall be submitted by 5 pm on the Thursday of the week before your desired meeting. In the event a meeting date becomes full, Community Development may schedule you for the following Thursday. Meetings are scheduled on a first-come first serve basis. Community Development will notify you of your exact meeting time by the Monday before your meeting date.

Submit all relevant plans or items. The amount of feedback you receive will depend on the amount of information submitted. ***All items submitted are public information.***

Please include contact information for all meeting attendees on this request. For any questions or additional information related to pre-development meetings please contact Community Development at 507-328-2600 or communitydevelopment@rochestermn.gov

Who attends pre-development meetings?

The Development Review Team, which consists of:

- City Teammates from the following departments: Community Development (Planning & Zoning and Building Plan Review Divisions), Public Works, Rochester Public Utilities (RPU), Park and Recreation, and Fire
- Representatives from various private utilities (i.e. phone, cable, gas)
- County and State agencies (when applicable), such as: Pollution Control Agency (PCA), Department of Natural Resources (DNR), Minnesota Department of Transportation (MnDOT), County Public Health, County Public Works, etc.

It is recommended that the developer's engineer, architect and building contractor also attend the pre-development meeting.

What happens after the meeting?

Once the staff gains an understanding of the project proposal, we will clarify the submission and the formal review process. To the extent possible, Staff will provide feedback on the proposal and identify compliance issues. ***All pre-development meeting feedback is conceptual and preliminary.***

PRE-DEVELOPMENT MEETING REQUEST FORM

Property Owner Information

Name: _____ Address: _____

Phone: _____ Email: _____

Additional Email: _____

Consultant Information

Name: _____ Address: _____

Phone: _____ Email: _____

Additional Email: _____

Project Information

Site Location or Address: _____

Description of Proposed Project and Land Use: _____

Graphic Description of Proposed Development

Please prepare and attach a drawing, providing as much of the following preliminary information as possible (only need to include those that are applicable to your development):

<ul style="list-style-type: none">• Site Address• Building Dimensions and Area• Configuration and Locations of Building(s) on site• Number of proposed/Existing Parking Stalls• Utility and Easement Locations• Street Location• Sidewalks/mid-block pedestrian connections• Elevations of Buildings• Proposed Lot Size• Proposed Public Parkland• Number of Lots and Outlots	<ul style="list-style-type: none">• Location of Access Points• Elevations of Buildings• Drive/Approach Locations• Stormwater Facilities• Open Space/Landscape Areas• Existing and Proposed Zoning• Decorah Edge/Edge Support Areas• Wetlands/Lakes/ponds• Floodway/Flood Fringe• Steep Slopes
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List any specific questions that you want answered at the pre-development meeting

1. _____

2. _____

3. _____

