

## CONCEPTUAL REVIEW APPLICATION

Conceptual Review is an opportunity for an applicant to discuss requirements, standards and procedures that apply to his or her development proposal. Major problems can be identified and solved during conceptual review before a formal application is fully developed and submitted. Conceptual review applications are reviewed by the Development Review Committee and comments are provided in writing to the applicant following the review. The primary focus of conceptual review is to identify site specific challenges and/or constraints and critical path elements which will affect the review process or submittal requirements. Conceptual review is required for developments subject to Section 38.19.050 BMC. This process is not for subdivisions or planned unit developments. Those application types require a separate initial process, see forms PA and PUDC.

### 1. PROJECT

Development Name: \_\_\_\_\_  
Project Description: \_\_\_\_\_

### 2. PROPERTY OWNER

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### 3. APPLICANT

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### 4. REPRESENTATIVE

Name: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### 5. PROPERTY

Full Site Address: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_ Existing Use: \_\_\_\_\_

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Required Forms:	CONR	Recommended Forms:	

Total Building Sq. Ft. \_\_\_\_\_ # of stories: \_\_\_\_\_  
 Located in Floodplain? \_\_\_\_\_ Lot Size: \_\_\_\_\_

**APPLICATION SETS**

1 total paper set is required that includes 1 copy of every item below bound or folded into 8½ x 11 or 8½ x 14 set.

Plan set that include all the required items listed in the conceptual review checklist below.

Standard application sets required plan sizes: 1 set that includes a minimum 8 ½ x 11 inch or 11 x 17 inch plans

1-digital version of all materials (JPEG or PDF) on separate CD-ROM or USB drive. Individual files must be provided at 5MB or less in size. Files shall be named according to naming protocol.

Notes: All plans and sheets must be drawn to scale on paper not smaller than 8½ x 11 inches or larger than 24 x 36 inches. The name of the project must be shown on the cover sheet of the plans. If 3-ring binders will be used, they must include a table of contents and tabbed dividers between sections. Plans that are rolled or not bound into sets will not be accepted.

**APPLICATION FEE**

Base fee No Fee

**CONCEPTUAL REVIEW CHECKLIST**

The outcome of the conceptual review process is dependent on the level and quality of information that is provided for the review. In general, the greater the extent and quality of information that is provided for review the greater the ability for the City to respond. If requesting specific guidance on issues please submit a list of questions.

1. Project Narrative providing a thorough description of the overall project including design intent, project goals, project timeframe, proposed uses, site improvements, buildings and anticipated parking demand and source of off street parking. If phasing is proposed include a description of each individual phase as related to the overall improvements.
2. List of questions regarding specific project input, if applicable.
3. Data regarding the existing zoning, site and building conditions, adjacent uses, available utilities and other related general information about adjacent land uses.
4. Conceptual (sketch) drawings showing the proposed location of buildings, building front entrance orientations, parking and driveways, adjacent streets and alleys, water/sewer/private utility locations, stormwater facility locations and other significant features (watercourse, irrigation facilities, natural features) on and adjacent to the site.
5. If phasing is proposed a phasing plan with phases clearly identified.
6. Building elevations if developed.
7. Landscaping if developed.
8. If existing structures are 50+ years old provide color photos of all sides of the building

**CONTACT US**

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