



# PRE-DEVELOPMENT REVIEW/ INQUIRY MEETING APPLICATION

Community & Economic Development Department  
8930 N Government Way Hayden, ID 83835  
[www.cityofhaydenid.us](http://www.cityofhaydenid.us) (208) 209-2022

To be completed by city staff:  
Tracking #:  
Date submitted:  
Received by:

Pre-Development Meeting Request

Inquiry Meeting Request

Requested Meeting Date(s)\*: \_\_\_\_\_

*\*Note: Meeting times are available weekly on Tuesdays and Wednesdays from 10 a.m.-11a.m. and from 11a.m.-12p.m. You may request your preferred date(s)/time(s) and the City will schedule based on availability of time slots and staff.*

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: <http://www.sterlingcodifiers.com/codes-online>*

*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) \_\_\_\_\_