PDCA MEETING REQUEST GUIDANCE FOR PRE-SUBMITTAL MEETINGS

Pre-Submittal Meeting Request

*A Meeting Request Form will need to be downloaded and included with the request. This form can be found on the Development Coordination website under forms or in the submission under the Meeting Form tab.

To Request a Pre-Submittal Meeting, click on ‘Create New Submission’

Once the submission has been created, follow the instructions below for each tab in the submission.

1. **Set Review Type** – select ‘Pre-Submittal Meeting’ from the dropdown list.

2. **Documents** – Upload required documents
   i. Conceptual Site Plan
   ii. Trip Generation diagram
   iii. Auxiliary Lane Sheet
   iv. Design Criteria Form

3. **Submission Checklists** – Complete the required checklist

4. **Notes** – Include any additional notes, if applicable.

5. **Meeting Form** (this tab will appear once the Review Type has been selected) – Complete the Meeting Request Form *see instructions in image

After all requirements have been met, the ‘Submit for Review’ button will be active and no longer faded. *If, the button is still shaded, it will show what has not been completed by hovering over it*

Effective 10//30/2020