



<i>Staff Use Only</i>	
Date	_____
PPI#	_____
PF	_____
Type	<u> </u> A B C D

Development Services Project Early Assistance - Initiation Form

Date: _____ **Project Name:** _____

Customer Name: _____

Address: _____
(Street Number, Street Name, City, State, Zip Code)

Phone: _____ **Fax:** _____ **Email Address:** _____

Customer's Representative Name: _____

Address: _____
(Street Number, Street Name, City, State, Zip Code)

Phone: _____ **Fax:** _____ **Email Address:** _____

Please select who should be contacted: Customer Customer's Representative

Project Location: _____ **GPIN:** _____

Address: _____
(Street Number, Street Name, City, State, Zip Code)

Previous County Action Case #s: _____

Brief Project Description:

Expected Project Submittal Date: _____

Project Early Assistance can typically result in three levels of discussion. Please check the box that most accurately describes your expected meeting results?

- Level 1 – Establish Basic Project Requirements**
- Level 2 – Feasibility of Schematic Proposals**
- Level 3 – Design Options**

Describe Specific Meeting Expectations:

Please place a check in the boxes below for all of the information you could provide for staff evaluation and aid in the discussions at the Project Early Assistance meeting:

A. General Information

- Vicinity map
- Acreage
- Most current aerial photography
- GIS layer showing existing SWM facilities / RPA / Wetland / Floodplain

B. Current Building and/or Site Information

- Vicinity map
- Acreage
- Previous plat or parcel (or address/GPIN)
- Existing utilities
- Existing zoning & comprehensive plan designation
- Existing proffers/conditions on site
- Existing administrative determinations
- Existing building conditions
- Existing violations and complaints
- Existing easements
- Existing grading/contouring

C. Proposed Project Information & Resources

Site Information

- Schematic layout of site/subdivision plan (rough building footprint, parking, landscaping, etc)
- Subdivision (roadway cross-section)
- Project traffic volumes
- Identify proposed utility locations
- Floodplain
- RPA/Wetlands
- Perennial Flow Determination
- Proposed storm water facilities
- Proposed circulation of traffic
- Proposed grading/contouring
- Location of setbacks/buffers
- Waivers requested

Building Information

- Commercial building **or** Residential building
- Size/Square Footage: _____
- Type: _____
- Use of building: _____
- Building material: _____
- Height: _____
- Water pressure availability for building sprinklers
- Building separations
- Clearances from adjacent lots
- Location of building exits
- Size/number of ingress/egress

Project Early Assistance will result in a more successful project if the customer and/or their representatives will:

1. Clearly define your immediate project objectives, as well as longer-term objectives.
2. Provide complete applications, based upon previous agreements and guidance from staff.
3. Be part of the Project Team and participate in Team discussions. Trust the Project Issue Resolution Process and attempt to resolve all problems within the Team.
4. Appoint a single point-of-contact for your project.
5. Respond quickly and completely to review comments and work with the Team to resolve outstanding issues.
6. Provide feedback on the business processes and suggestions for improvements.
7. Seek professional assistance to prepare your project documents if necessary.

Applicant/Owner Signature: _____ **Date:** _____