



**PRE-APPLICATION CONFERENCE
REQUEST FORM**

*Applicant: Use this form to request a Pre-Application Conference with the Development Services Department for all Minor and Standard Subdivision applications. Pre-Application Conferences are required by ordinance for any subdivision in Gem County. Your requested meeting will be confirmed by phone within 3 days of submittal. **The attached checklist and 1 copy of a concept plan must be submitted with this form. No meeting will be scheduled until all required information is complete.***

Project/Subdivision Name: _____

Applicant/Contact Information:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Site Information:

Township: _____ Range: _____ Section: _____ ¼ Section: _____

Assessor Parcel #: _____

Total Acres: _____

Proposed Number of Lots: _____

Current Zoning: _____

Type of Application:

- Minor subdivision (4 lots or less)
- Standard subdivision (5 lots or more)
- Other

Please list all persons who will attend the pre-application conference:

Specific questions and/or issues you would like addressed at the meeting:
