



CITY OF DES MOINES, IA
PERMIT AND DEVELOPMENT CENTER
CENTER

602 Robert D Ray Drive
Phone: 515-283-4200



Pre-Application Conference Request Form

Please Submit Request Form and Information to:

Ryan Moffatt, AICP
Email: rlmoffatt@dmgov.org
Phone: 515-283-4975
Fax: 515-283-4270

PRIMARY INFORMATION:

Table with 2 columns: Property Owner/Applicant and Design Professional Firm Information. Rows include Name, Address, City/State/Zip, Phone, and Email.

EXISTING USE AND ZONING

Form with fields for Site Address, Existing Zoning, Current Use(s), and Assessors District Parcel Number of all Parcels.

DESCRIPTION OF PROPOSED PROJECT AND LAND USE

Description of Proposal: (Attach letter if necessary)

GRAPHIC DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR SUBDIVISION:

Prepare and attach a drawing providing as much of the following preliminary information as possible:

- Building Dimensions and Area
Configuration (Footprint) and Location of Building(s) on site
Number of Existing/Proposed Parking Stalls
Utility and Easement Locations
Street Location
Sidewalks
Proposed Lot Size
Location of Access Points
Elevation of Buildings
Drive/Approach Locations
Area (SF) of Open Space
Location of Detention Basins
Average Lot Size

CITY OF DES MOINES PRE-APPLICATION CONFERENCE INFORMATION

The City of Des Moines requires that all site development proposals go through a preliminary review process call a "Pre-Application Conference". The purpose of this conference is to provide feedback to the builder, developer, designer, owner or other interested parties, (jointly referred to as the "applicant") that will enable the applicant to better plan and prepare for formal submittal of necessary documents for review.

This information and feedback includes: identification of required development review processes (plat or subdivision, site plans, rezoning, development plan, building code review, and others); what public improvements may be required (streets, sidewalks, sewer extension, water extension, etc.); what engineering studies may be required (traffic, drainage, geological, etc.); what public hearings may be required (Neighborhood, Planning and Zoning Commission, Zoning Board of Adjustment, Historic District Commission, Urban Design Review Board, etc.) This meeting will also offer pertinent information regarding existing zoning, utility availability and long term plans that may effect the proposal. This conference will allow the applicant to ask questions they may have regarding these processes, requirements, or aspects regarding their project. This conference will also provide an opportunity for staff to offer comments, observations and guidance that will enable the applicant to make informed decisions, as well as submit a complete package of material for formal review.

Staff members representing Engineering, Traffic, Waste and Storm Water Utility, Water Works, Community Development, Permit and Development, Fire, Economic Development, Parks and other departments will receive notice of each agenda. Appropriate staff members will be present to offer comments. A copy of standardized meeting minutes will be prepared and mailed to the applicant following the meeting.

The meetings are scheduled each Tuesday, in 45-minute time slots, and are usually held in the Planning and Zoning Conference Room, located in the Community Development Office in the Armory Building, 602 Robert D. Ray Drive, Des Moines, IA, 50309. Given this limited time period and the amount of information necessary to cover, these meetings will be fast paced. It is imperative that adequate, up-front information be developed and submitted in advance of the meeting to better enable staff to prepare.

Please direct the Pre-App Request Form and other pertinent information to:

Ryan Moffatt, AICP

Email: rlmoffatt@dmgov.org

Phone: 515-283-4975

Fax: 515-283-4270

In order to provide the best available, most useful information, the applicant must provide as much of the following as possible:

1. A completed "Pre-Application Conference Submittal Form", including name, address and contact information for the applicant or contact person.
2. A description of the proposed use or project. Please include any details of the operation that may be important, including type of business, anticipated volume of customer traffic, types of buildings, height, layout, etc.
3. A copy of a drafted or hand drawn diagram of the property showing the following:
 - a) Existing buildings, parking, drive aisles, drainage ways and basins, landscaping and open spaces.
 - b) Proposed buildings, parking, landscaping and/or open spaces.
 - c) Property boundary lines.
4. A list of questions for which you need specific answers.
5. Drop off, mail, fax or email this submittal form and a copy of the site drawing(s) to the contact info on the front page.
6. Application for a Pre-Application Conference will be processed and scheduled in the order in which they are received.