

RIVERGROVE WATER DISTRICT PRE-APPLICATION CONFERENCE AND PROCEDURES

The pre-application conference is a requirement for any major development application. A pre-application conference is recommended for minor development applications.

PURPOSE

The pre-application conference has been developed to:

- Thoroughly familiarize an applicant with Rivergrove Water District development ordinances and the procedures to obtain water service.
- Review applicant's preliminary proposal and to provide specific development information to the applicant as it relates to site limitations and the proposal.

REQUIRED MATERIALS AND SCHEDULING

The applicant submits three (2) collated sets of the following materials (folded to 8 ½" x 11").

- ___ Application form (include brief description of proposal)
- ___ Existing Features Map (structures, topography, trees, creeks, etc.)
- ___ Site plan drawn to scale
- ___ Pre-application Fee of \$500.00 to be submitted prior to the scheduled meeting

This information must be submitted and reviewed for completeness by the Water District Staff no later than 3:30 p.m. Wednesdays. No incomplete pre-applications will be accepted. A conference is then scheduled one week later. Late applications will be scheduled for the following week.

PROCEDURE

During the pre-application conference, Water District staff will meet with the applicant **[it is the applicant's responsibility to take appropriate notes throughout the meeting.]** The conference format is:

- Applicant presents proposal overview and introduces any supplemental material.
- Water District Staff outlines Development Ordinance references, requirements as related to the proposal according to the standards checklist.
- Water District Staff summarize staff concerns and reviews formal application procedures and scheduling.

Subsequent pre-application conferences may be scheduled by staff; as necessary. Additional pre-application conferences requested by the applicant require a fee.

RIVERGROVE WATER DISTRICT
PRE-APPLICATION

APPLICANT

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE ___ ZIP _____

TELEPHONE NO. _____

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____ STATE ___ ZIP _____

TELEPHONE NO. _____

DESCRIPTION OF PROPERTY

STREET ADDRESS OR GENERAL LOCATION _____

TAX MAP _____

TAX LOT(S) _____

PROPERTY SIZE _____

(Acres/Square Feet)

ZONING _____

COMP. PLAN _____

NEIGHBORHOOD ASSOCIATION/AREA CONTACT _____

PROPOSAL

I understand that the comments provided by staff at the Pre-Application Conference are preliminary in nature, and that additional concerns may be raised, and additional information may be required after a development application has been submitted.

Date

Applicant's Signature