



RIVERGROVE WATER DISTRICT PRE-APPLICATION CONFERENCE AND PROCEDURES

Pre-Application Conference

- A pre-application conference is required for any major (2 or more services) development
- A pre-application conference is required for any new (single service) development
- A pre-application conference is *recommended* for minor (existing, upsizing, or modifying service) development
- The conference has been developed to:
 - o Thoroughly familiarize the applicant to the Rivergrove Water District's development ordinances and the procedures to obtain water service
 - o Review the 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 Pre-Application Conference

- The applicant will submit 3 collated sets of the following materials (folded to 8 ½' x 11"):
 - o Application form (to include a brief description of the proposed development)
 - o Existing Features Map (i.e., structures, topography, trees, creeks, etc.)
 - o Site plan drawn to scale
 - o A pre-application fee of **\$500.00** is required to be submitted prior to the scheduled meeting
- This information must be submitted by the applicant at least 5 days prior to any scheduled meeting to allow the District sufficient time to review the materials for completeness
 - o Incomplete pre-applications will not be accepted
- A conference with the applicant will be scheduled once the District completes the preliminary review

Procedures During Pre-Application Conference

- During the pre-application conference, the District will meet with the applicant (it is the applicant's responsibility to take appropriate notes throughout the meeting)
- The conference format is as follows:
 - o Applicant presents proposal overview and introduces any supplemental material
 - o The District outlines development ordinance references and requirements as related to the proposal according to the standards checklist
 - o The District summarizes any concerns and reviews formal application procedures and scheduling
- Any subsequent pre-application conferences may be scheduled by the District as necessary
 - o Additional pre-application conferences requested by the applicant will require a fee

**RIVERGROVE WATER DISTRICT
PRE-APPLICATION FORM**

APPLICANT/OWNER

NAME _____

ENGINEER'S NAME _____

COMPANY _____

ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. _____

TELEPHONE NO. _____

EMAIL ADDRESS _____

EMAIL ADDRESS _____

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 the comments provided by the District at the Pre-Application Conference are preliminary in nature. Any additional concerns may be raised and additional information may be required after the development application has been submitted.

Applicant's Signature

Date