

## Pre-Application Conference Checklist

	Item	Description/Notes
■	Project Address(es)	Add any known addresses
■	Project Parcel(s) Identification Numbers	Please check with Adams or Weld County Property Assessors for this information <a href="https://gisapp.adcogov.org/quicksearch/">https://gisapp.adcogov.org/quicksearch/</a> <a href="https://www.co.weld.co.us/apps1/propertyportal/">https://www.co.weld.co.us/apps1/propertyportal/</a>
■	Proposed Development Type	Residential, Commercial, Industrial or Mixed Use
■	Proposed number of dwelling units	Single family and multi-family proposed units
	Proposed square footage of buildings (non-residential)	Approximate square footage of any proposed non-residential buildings
■	Project Description	Add a narrative describing the project, proposed uses, project goals and anything for staff to know in advance of the meeting that has not been covered by the application.
■	Prepared questions for Planning	What questions are there regarding the property's zoning or other entitlements? Are there any questions about the process to move the project forward?
■	Prepared questions for Engineering	Are there any technical questions about roads, utilities or services around the property? Is there a specific engineering issue that staff can provide any information regarding?
■	Prepared questions for Building	This is an opportunity to find out anything regarding the building code that may apply to your project.
■	Sketch Plan of Proposed Project	Please upload a sketch plan (general layout) of the proposed project. A sketch plan assists staff with giving specific feedback on the project prior to the applicant making a significant investment in engineering plans.