



## Pre-Application Conference Checklist

Item	Description/Notes
Project Address(es)	Add any known addresses
Project Parcel(s) Identification Number(s)	Please check with Adams or Weld County Property Assessors for this information: <a href="#">Adams County Property Search</a> <a href="#">Weld County Property Search</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.