



DEPARTMENT OF CITY PLANNING AND ECONOMIC DEVELOPMENT

One Detjen Drive | Crestwood, MO 63126

Pre-Application Request

Pre-application conferences are designed to provide development applicants the opportunity to gain a better understanding of regulatory requirements that may influence the design of a proposed project by asking questions about applicable City codes, required permits, hearings and notices, and estimated processing timelines, and obtaining preliminary feedback from City staff about development proposals or concepts. This feedback early in the development planning process can help applicants avoid major plan revisions that are cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, information obtained is subject to subsequent changes in the Comprehensive Plan, City code or other applicable regulations, and agency comments.

In order to get the desired results from a pre-application meeting, meetings must be scheduled at least 3 days in advance, and the following information must be emailed prior to scheduling; after receipt of this information, someone will call to schedule. Any questions can be directed to 314-729-4781:

Site Address(es): \_\_\_\_\_ Ward: \_\_\_\_\_

Existing development/business name, if applicable \_\_\_\_\_

Applicant/Primary Contact

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other Representatives to be in attendance

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

Nature of Proposed Work

\_\_\_ Rezoning: \_\_\_ Res \_\_\_ Com \_\_\_ Ind \_\_\_ Unknown

\_\_\_ Amendment to Planned Development

\_\_\_ Amendment to Zoning Code (Text Amend.)

\_\_\_ Residential Subdivision

\_\_\_ Commercial Subdivision

\_\_\_ New Commercial Development (Single Lot)

\_\_\_ Building Addition

\_\_\_ Modification to Existing Building Elevation

\_\_\_ Modification to Outdoor Mechanical Equipment

\_\_\_ Addition of parking/drives/streets

\_\_\_ Demolition of existing building or interior only

\_\_\_ Site Deficiencies/Occupancy Issues:

\_\_\_\_\_

\_\_\_ Request for information concerning:

\_\_\_\_\_

Related Items or specific questions to be addressed: \_\_\_\_\_

**A PDF of any plans for the proposal should be emailed to the city planner at least 36 hours before the meeting**