

**Town of Cary**  
**Development Review Committee**  
**PRE-APPLICATION CONFERENCE REQUEST**

- |   |   |
|---|---|
| <input type="checkbox"/> Site Plan<br><input type="checkbox"/> Subdivision Plan<br><input type="checkbox"/> Mixed Use Sketch Plan | <input type="checkbox"/> Rezoning/Planned Development District<br><input type="checkbox"/> Comprehensive Plan Amendment<br><input type="checkbox"/> Special Use |
|---|---|

Date submitted: \_\_\_\_\_

E-mail to: [tara.adams@townofcary.org](mailto:tara.adams@townofcary.org)

*Meetings are held on Wednesdays. To ensure a spot for your project on the Development Review Committee Agenda, this **COMPLETED** application and a sketch of the proposed site design (for site, subdivision and mixed use sketch plans) must be received no later than 5 p.m. eight days (Tuesday) prior to the requested date. The sketch must include north arrow, scale, buffers, streetscapes, access, parking, building locations, preliminary location of storm water devices, area of site, lot sizes and number of lots (if appropriate), and other relevant information.*

Applicant		Applicant's Contact	
Name: _____		Name: _____	
Firm: _____		Firm: _____	
Street Address: _____		Street Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Phone: _____		Phone: _____	
E-mail address: _____		E-mail address: _____	
Parcel/Owner Information			
<b>Project Name:</b>	County Parcel Numbers (10-digit)	Real Estate ID(s)	Area in acres ±
	Total Acreage:		
Street Address/Location: _____			
Summary of Request:          <b>Is the site associated with an annexation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Is the site located w/in a Mixed Use Sketch Plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, which one?</b> <b>Is a sketch plan submitted with application?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Property Information	Current	Proposed	
Zoning District(s):			
Land Use Designation(s):			

Please note, upon receipt, the Town of Cary will contact you confirming the date of your pre-application meeting. You will receive an agenda with the time your case is scheduled via e-mail one week prior to your scheduled meeting date. Pre-application conferences are typically scheduled in the mornings, depending on the agenda that day. If there is a time that will not work for you, please indicate below: