

Pre-Application Meeting Process

Step 1

Submit Pre-Application Meeting Request Form

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Prior to the submittal of a formal application, applicants participate in a free pre-application meeting with members of the Development Review Committee. Applicants obtain a copy of the Town Pre-application Meeting Request Form by visiting the Planning Department Web site at www.townofcary.org/Departments/Planning_Department/Forms.

Once the application is completed, the applicant submits the form (as directed on the application) to the Development Customer Service Center along with any necessary additional information (i.e. sketch drawing, proposed lot layout, map of property, etc.).

Step 2

Case Manager Assigned

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Following review by the Planning Manager, a case manager is assigned who will be the point of contact for the applicant. The case manager will research the application and information received to provide as much guidance as possible during the pre-application meeting. In most instances, the case manager assigned to the pre-application will also be assigned to any future applications, should the applicant proceed forward through the rezoning or development plan process.

Step 3

Agenda e-mailed to Applicants

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Applications received by five o'clock on Tuesday are placed on the next available agenda. DRC meetings are generally held every Wednesday in the Town Hall Large conference room (room 11130) and begin generally at nine o'clock in the morning and continue until the agenda is complete.

Step 4





DRC (Pre-App) Meeting

Step 4 DRC Pre-Application Meeting

This meeting is intended to improve communication between the applicant and Town staff and is also intended to provide the applicant with clear direction and understanding of the overall development process, fees and submittal requirements, resulting in a more efficient process.

Notes

Pre-application meetings are generally held every Wednesday in the Town Hall Large conference room (room 11130).

-  E-mail confirmation of the agenda is sent to the applicants and staff the week prior to the scheduled meeting.
-  There are no fees associated with the pre-application meeting.
-  DRC agenda items are scheduled in 30-minute blocks. Staff makes every effort to schedule the agenda according to the needs of the applicant.
-  Members which make up the Development Review Committee include staff from Planning (current and long range), Parks & Recreation, Inspections & Permits, Transportation & Facilities (traffic, transportation and utilities) and Water Resources (stormwater).