**TOWN OF Herndon VIRGINIA**

FOR OFFICE USE Date Received: _____
Date & Time of Meeting: _____
Pre-Application #: _____

# PRE-APPLICATION CONFERENCE REQUEST FORM

*Department of Community Development*

Submission Date: _____  Conference Date Requested: _____

Project Name: _____

Project Address: _____

Project Contact: _____

        Mailing Address: _____

        Phone: _____  Email: _____

Current Zoning: _____

Current or Previous Land Use: _____

Proposed Land Use: _____

Applications to be submitted (check all that may apply):

☐ Special Exception     ☐ Zoning Map Amendment     ☐ Proffer Condition Amendment

☐ HTOC Development Plan     ☐ Other

*Note: If planning to submit a <u>by-right site or subdivision plan or plat</u>, there is a separate pre-application conference form that must be submitted. Those conferences are administered by the Department of Public Works and the conference form is <u>available online</u>.*

Brief description of project to be discussed at pre-application conference:

_____
_____
_____
_____

Specific issues or questions related to the project you would like discussed at the conference:

_____
_____
_____
_____

\*\*In addition to this form, pre-application requests should include conceptual plans, drawings, and any other supporting documents that will help the town best understand the project and provide the best possible feedback.

**\*\*Completed forms with all supporting materials must be submitted electronically no later than 12pm, the Friday before the requested conference.**

**\*\*All expected pre-application attendees' names, titles, and relation to the project must be provided at the time of pre-application request submission. (*See form on next page*)**

**\*\*For questions, further information, and to submit the request, contact Lisa Webster at lisa.webster@herndon-va.gov or 703.787.7380.**

# Pre-application Conference Request – Attendee Information Form

Below, please provide the name, title, and relation to the project for all expected pre-application conference attendees in the form below.  If this list changes in any way, notification to pre-application coordinator, Lisa Webster, (lisa.webster@herndon-va.gov, 703.787.7380) no later than 4pm the Tuesday before a scheduled pre-application conference is required.  If additional individuals attend that are not included on this list, the meeting may be rescheduled.

| NAME | TITLE | ROLE |
|------|-------|------|
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