

Development Initiation Meeting Process

The purpose of a Development Initiation Meeting is to give an applicant the opportunity to discuss a development proposal with the development review staff of the City. The discussion can be general or specific, depending on the details provided with the application. A Development Initiation Meeting provides information to an applicant related to the current development conditions and standards of the City. The Development Initiation Meeting is not a land use decision and does not confer any development rights, establish any conditions, or bind the applicant or the City to any course of action. The meeting conveys the status of known development opportunities and constraints. The status may change over time as development conditions or standards change.

1. Applicant Submits a Development Initiation Meeting Application

- The application must conform to the *Development Initiation Meeting Submittal Requirements Checklist* on page 3 of this application packet.
- Development Initiation Meetings are typically scheduled on Tuesdays and Thursdays. The Tuesday time slot is 11:00 am and the Thursday time slot is 1:30 pm.
- We strive to conduct the Development Initiation Meetings between three to four weeks of receiving the application.
- The applicant's proposal is circulated to the relevant staff and referral agencies in preparation for the meeting.

2. Applicant and the City Conduct the Development Initiation Meeting

- The applicant and any design team should attend the Development Initiation Meeting.
- The meeting is scheduled for one hour.
- Staff attending the meeting will be prepared to discuss the issues raised in the submittal by the applicant. Other issues raised during the meeting may also be discussed.
- The meeting is informal and the City will issue no staff report.

Development Initiation Meeting Submittal Requirements Checklist

- Application Fee** – Refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application fees are collected at the time of complete application submittal.
- Development Initiation Meeting Application Form**
- Five (5) Questions** – List specific questions the applicant would like staff to answer during the meeting. So that each question may be fully evaluated, the list is limited to five questions. If more than five questions are asked or multiple part questions are presented staff may not be able to address all relevant concerns. Prioritizing the five questions is recommended.
- One (1) Copy and one (1) digital copy of the Proposed Plan** –
Suggested information valuable for staff to review the proposal is listed below. review the proposal is listed below. It is not necessary to include all these items on the site or plot plan. However, applicants are encouraged to address as many as possible given that the level of information that will be derived from the meeting is commensurate with the level of detail provided in the application.

Applicants are also encouraged to include additional information on the plan as listed in the Springfield Development Code (SDC) 5.12.120, *Land Divisions – Partitions & Subdivisions – Tentative Plan Submittal Requirements* or 5.17.120, *Site Plan Review Submittal Requirements*.

- Drawn in ink on quality paper no smaller than 11" x 17"
- Scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100'
- North arrow
- Date of preparation
- Street address and assessor's map and tax lot number
- Dimensions (in feet) and size (either square feet or acres) of the development area
- Location and size of existing and proposed utilities, including connection points
- On-site drainage collection system and flow patterns, the size and location of drain lines and catch basins, dry wells, and natural drainageways to be retained
- Area and dimensions of all property to be conveyed, dedicated, or reserved for common open spaces

DIMs Related to Land Divisions

- Approximate location, number, and dimensions of proposed lots
- How streets in the proposal area connect with existing streets

DIMs Related to Site Plan Review

- Proposed and existing buildings: location, dimensions, size (gross floor area), setbacks from property lines, distance between buildings, and height

- Area and percentage of the site proposed for buildings, structures, driveways, sidewalks, patios, and other impervious surfaces
- Parking and circulation plan