



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Pre-application meetings

As a free service to our businesses and residents, the Town of Elizabeth provides a pre-application review meeting for businesses that are contemplating modifications or new businesses that are contemplating opening. This meeting enables existing and potential businesses and developers to meet with subject matter experts from the Building Department, Public Works Department, Community Development Department, and Fire District to answer questions regarding the process and specific requirements.

Business owners should schedule with the Town of Elizabeth Community Development Department at least one week prior to ensure that adequate time and the correct experts are available for the type of project being proposed. The meeting is most effective when the business owner has specific information on their business, such as (but not limited to): type of business, specifications of machinery and equipment to be used in the business, building location and floor plan, menu items and method of preparation, anticipated volumes, etc.

However, a pre-application meeting can also be used to help identify requirements to help a potential business owner select a facility/location. This service is available for residential projects as well, however most residential projects are not as complex and can usually be addressed without a pre-application review meeting. For more information, please contact the Community Development Department at 303-646-4166 x4 or email dhiatt@townofelizabeth.org.



TOWN OF ELIZABETH

PRE APPLICATION MEETING REQUEST FORM

The pre-application review is the preliminary review of a land use or building permit proposal the town offers all applicants. **Meetings are scheduled monthly.** Pre-application reviews are a free service provided by the Town prior to beginning the application process; **however, this review is not an application.** Pre-application "meeting form requests" must be submitted to the town **one week** prior to the actual meeting.

- If no site is currently selected the pre-application meeting can be a useful tool to identify potential areas for development or re-development.
- The property information required below can be found on the Elbert County Assessor website at www.elbert.co.us/assessor/. Please print a copy of the Assessor's page and submit it with your pre-application review request.
- Mail, email, fax or drop off the request prior to the pre-application meeting.

For Town Hall Use Only

Project Title:

Description:

Review Date:

Review Time:

Contact Information:

Name			
Phone		Fax:	
Email			
Address			
Project Description:			
Please indicate which is applicable to the property:			
Own_____ Rent_____ Purchase_____ Investment_____			

Property Information:

Section-Township - Range		Zoning	
State Parcel Number		Acreage	
General Location		Water Source	
Legal Description		Sewer	
Owner Name			
Current Use			
Proposed Use			
If available, please provide a simple detail drawing of the existing floor plan. Please attach to this application.			