



# TOWN OF WARRENTON

Community Development Department

PO BOX 341  
WARRENTON, VIRGINIA 20188  
<http://www.warrentonva.gov>  
permittech@warrentonva.gov  
(540) 347-2405

## Pre-Application Meeting Request

**Project Name:** \_\_\_\_\_

Type of Application: \_\_\_\_\_

PIN #(s): \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Acreage: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Ward: \_\_\_\_\_

**Contact Information:** *Note: Email will be the primary method of contact unless otherwise specified.*

Representative (to be principal contact): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Representative (to be principal contact): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Representative (to be principal contact): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Representative (to be principal contact): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant(s): \_\_\_\_\_

*By this submission, I hereby grant permission for Town of Warrenton officials to enter the property for purposes solely related to this application.*  
\_\_\_\_\_  
*(Please initial)*

Requested Date of Pre-Application Meeting: \_\_\_\_\_ Number attending: \_\_\_\_\_

Names of attendees: \_\_\_\_\_

*Note: Property Owner, Applicant/Developer and Project Planner/Engineer/Attorney/Surveyor should attend.*

Does anyone in your party have special needs?  No  Yes, list: \_\_\_\_\_

Have you discussed this proposal with anyone on staff?  No  Yes, who? \_\_\_\_\_

Is this an active project in the Town or subject to prior approvals?  No  Yes, list: \_\_\_\_\_

Projected Traffic Generation (vehicle trips per day): \_\_\_\_\_ Is there a Floodplain on this property? \_\_\_\_\_



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## Pre-Application Meeting Submission:

### Required Materials:

- 3 copies of this **Pre-Application Meeting Form**, including a complete description of the proposed project.
- 3 copies **Description of Project**, complete out below or attach.
- 3 copies **Specific Issues to Discuss Relative to the Project**, complete below or attach.
- 3 copies of a **Concept Plan** showing the generalized layout of the proposed development, including lots and/ or buildings, anticipated use, access points, open space areas, off-street parking, improvements to existing streets, stormwater areas and similar information. The amount of information needed will depend on the scope of the project. Engineered plans are not expected at this stage and the information should derive from existing data sources such as the County GIS system and existing surveys.

The Concept Plan should be no larger than 24" x 36", use a standard engineering scale between 1" = 10' and 1" = 200', and include:

- Date of plan and north arrow.
- Current use of project parcel(s) and adjacent parcels. Total project site acreage.
- Digital PDF Copy** of all submission materials (*Please note, if provided, Flash Drives will be returned*)

### Recommended Materials:

Please include as much of the following information as possible. The more information that is provided, the better able Staff will be to identify issues and problem areas. If you have any questions or need help in obtaining information, please call Community Development Staff.

- Topographic contours with intervals no greater than 5 feet.
- Existing drainage facilities, including major culverts, ponds and streams.
- The Health Department would like the location of all wells and location (or approximate) of the drainfield.
- All existing restrictions on the use of the land, including easements and covenants.
- Soil information from County maps.

All items listed above should be submitted by **4:00 p.m.**, two weeks prior to the requested meeting date.

### Please mail or deliver the above items to:

Community Development  
PO Box 341 (Mailing Address)  
21 Main Street (Physical Location)  
Warrenton, VA 20186



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### Description of Project:

Please be as complete as possible; type, use, number of units/lots, square footage, phasing, number of employees, other descriptive relevant information

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### Specific Issues to Discuss Relative to the Project:

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*Official Office use Only:* \_\_\_\_\_ *Received Stamp:*

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*Scheduled Meeting Date:* \_\_\_\_\_

*Time:* \_\_\_\_\_

*Location:* \_\_\_\_\_

*Scheduled by:* \_\_\_\_\_