

# REQUEST TO SCHEDULE A PRE-APPLICATION MEETING

## APPLICANT INFORMATION

Name:  Phone:   
Address:  Fax:   
E-Mail:

## PROPERTY INFORMATION

Tax Schedule Number(s):

The TSN(s) can be obtained from the El Paso County Tax Assessor located at 27 E. Vermijo Avenue on the 2nd Floor; by phone at (719) 520-6600 or from their website: <http://land.elpasoco.com/>

Address:

Legal Description:

Nearest Intersection/cross streets:

**Description of Proposed Development:** (Identify the type of project to be discussed - commercial, residential, number of dwelling units, etc. If additional space is needed, please attach a separate page.)

**IMPORTANT NOTICE:** The formal plan submittal application must be made within six (6) months from the time of the pre-application meeting, otherwise a new meeting may be required.

The applicant should be contacted by a planner within two (2) working days of the receipt of this request to schedule the pre-application meeting. The initial appointment should be scheduled within seven (7) working days of the submittal of the request. The applicant should attach, or fax prior to the meeting, a rough graphic representation at a minimum, of the development proposal. If this is not possible, bring the development proposal to the meeting.

### FOR OFFICIAL USE ONLY

Date Request Received:   
Planner Assigned:   
Meeting Scheduled for: