RAYMORE
development services

Pre-Application Conference Request Form

Sketch Plan Review

Please submit one digital/scanned copy of your Site plan/Concept plan drawn to scale to include property lines, building footprints, landscape areas and parking layout. Subdivision submittals should follow requirements of the City's Subdivision Ordinance. Please fill out the applicable information below. The Development Review Committee (DRC) meets weekly to discuss upcoming Pre-Application Conference requests. Following the DRC meeting, staff will hold a Pre-Application Conference with the interested parties at an agreed upon date and time. Submit this form to planningsubmittals@raymore.com and a staff member will contact you shortly.

PROJECT INFORMATION		
Name of Project		
Property Address/Location		
Parcel No.		Parcel Size
Existing Land Use		Building Size
Present Zoning	Present General Plan Description	
Description of Project		

Specific Questions or Remarks that you would like discussed at the meeting (use back or additional pages if necessary)

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CONTACT INFORMATION		
Applicant:	Phone	
Email:		
Street Address:		
City	State	Zip

Engineers/Architect:	Phone:	
Email:		
Address:		
City:	State:	Zip:

Property Owner:	Phone:
Email:	

Address:		
City:	State:	Zip:

For Office Use Only	
Application Received By:	Date Received:
Meeting Date:	