Community Meeting Checklist Form

Minimum Required Discussion Points for Community Meetings

Name of Project: _______________________________________________________

Date and Time of Community Meeting: ____________________________________

The following list represents the minimum information that must be presented at the Community Meeting. Please confirm with a checkmark or N/A that all items have been addressed and requirement information provided. This checklist must be submitted with the minutes from the meeting.

_____ 1. Explanation of the regulatory requirements of §17-2-107 of the County Code and why the community meeting is being held.

_____ 2. Name and location of the project

_____ 3. Whether or not the project is a public Capital Improvement Project or a privately proposed project.

_____ 4. Existing and proposed ownership of the land (public, private, or a combination).

_____ 5. Zoning of the property including any overlay zones.

_____ 6. Whether or not the property is in the Critical Area and if it is in the Critical Area, the Critical Area designation(s).

_____ 7. Location of all environmental features on the site as listed in the Sketch Plan and Preliminary Plan Checklist (refer to items for Sheet 2 of the plan set) and whether those features were taken from mapped resources or were field delineated.

_____ 8. Location of forest, individual specimen trees, and priority forest areas

_____ 9. Description of any single lot residential projects.

_____ 10. Description of proposed multi-unit/lot residential projects including:

   a. The existing and proposed use of the property.
   b. Any proposed demolition of existing improvements or structures.
   c. The development technique(s)/process(es) being used.
   d. The number of lots to be subdivided or reconfigured.
   e. The number and type of residential units being proposed and the type of ownership.
   f. Approximate road configuration including each type of road classification proposed, right-of-way widths, and narrative description of the proposed road sections.
   g. The amount of any required and proposed open space.
   h. Conceptual stormwater management.
   i. The proposed area of the limits of disturbance.
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______ 11. Description of proposed nonresidential or mixed-use projects including:
    ______ a. The existing and proposed use of the property.
    ______ b. Any proposed demolition of existing improvements or structures.
    ______ c. The number of lots to be subdivided or reconfigured.
    ______ d. The number and type of residential units being proposed and the type of
          ownership.
    ______ e. The amount of nonresidential floor area.
    ______ f. The number of floors in any buildings proposed. (height)
    ______ g. The proposed maximum height any buildings proposed.
    ______ h. Approximate road configuration including each type of road classification
          proposed, right-of-way widths, and narrative description of the proposed
          road sections.
    ______ i. The number and description of parking spaces (surface and/or
            structured)
    ______ j. Proposed site circulation features for passenger vehicles, transit
            vehicles, delivery vehicles, and pedestrians.
    ______ k. Amount of any required and proposed green space.
    ______ l. Conceptual stormwater management.
    ______ m. The proposed area of the limits of disturbance.
    ______ n. Details of any proposed “green” on-site or building features.

______ 12. For residential or mixed-use projects, the impacted schools and whether or not
    they are open or closed.

______ 13. Type of proposed water and sewer service (public water and sewer, private well
    and septic, or a combination).

______ 14. Proposed impact to each environmental feature and a list of modifications that will
    be required for impact to each environmental feature.

______ 15. Any proposed mitigation to offset impact to each environmental feature.

______ 16. List of any other known modifications that are needed for the project.

______ 17. Any other relevant information of note.