



# 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.

Name of Project: \_\_\_\_\_

Date and Time of Community Meeting: \_\_\_\_\_

- \_\_\_\_\_ 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.
  
- \_\_\_\_\_ 18. Announce that there will be a 14-day open comment period that will open when the recording is reviewed by the Office of Planning and Zoning. Direct the participants to submit any comments to **communitymeetingcomments@aacounty.org**. Comments submitted to this email will also be provided to the applicant.
  
- \_\_\_\_\_ 19. Formally close the community meeting.