



**PRE-APPLICATION CONFERENCE  
REQUEST FORM**

*Applicant: Use this form to request a Pre-Application Conference with the Development Services Department for all Minor and Standard Subdivision applications. Pre-Application Conferences are required by ordinance for any subdivision in Gem County. Your requested meeting will be confirmed by phone within 3 days of submittal. **The attached checklist and 1 copy of a concept plan must be submitted with this form. No meeting will be scheduled until all required information is complete.***

**Project/Subdivision Name:** \_\_\_\_\_

**Applicant/Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Site Information:**

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ ¼ Section: \_\_\_\_\_

Assessor Parcel #: \_\_\_\_\_

Total Acres: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

**Type of Application:**

- Minor subdivision (4 lots or less)
- Standard subdivision (5 lots or more)
- Other

**Please list all persons who will attend the pre-application conference:**

\_\_\_\_\_

**Specific questions and/or issues you would like addressed at the meeting:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_