



REQUEST TO MEET WITH THE DEVELOPMENT REVIEW TEAM

- **Welcome to the Development Review Team!** The DRT is comprised of a cross section of the City's key staff members, including department heads, who deal with development issues on a daily basis. Mike Schrage, Deputy City Manager, manages the DRT. The mission of the DRT is to provide the best possible customer service by maintaining close contact with the project representatives, by providing thorough review and feedback on every major proposed project, and by working to resolve issues at the earliest possible stage of development.
- The goal of the DRT is to ensure efficient coordination of development services through effective use of staff time, consistent technical interpretation and quality decision making, which is essential to the success of a project.
- The effectiveness of the DRT is best implemented by asking the developer's team of professionals (architect, owner, civil engineer, and project liaison) to provide a complete development plan. We realize it all starts with an idea, so we ask you to choose the type of meeting necessary at this time to begin to make your development plan a reality.

PLEASE SELECT ONE OF THE FOLLOWING TWO MEETING REQUEST OPTIONS:

REQUEST FOR A CONCEPTUAL PRESENTATION MEETING

All documentation that you would like to be reviewed or commented on by City staff needs to be submitted **one week prior** to a scheduled meeting date:

- Completed request form
- Preliminary code footprint/site plan, floor plan, and building elevations

REQUEST FOR A COMPLETE DEVELOPMENT PRESENTATION MEETING

All documentation needs to be submitted **one week prior** to a scheduled meeting date:

- Completed request form
- Code footprint/site plan, floor plan, and building elevations
- Seven (7) copies of the proposed site plan and survey drawn to scale, or subdivision plat drawn to scale, showing the following items:
 - Legal Description
 - Property Boundaries
 - Adjacent Streets
 - All Easements
 - Internal Road System
 - Storm Water Drainage
 - Location of Fire Hydrants
 - Water & Sewer Designs
 - Proposed Structure(s)
 - Proposed Parking Lots
 - Proposed Landscaping
 - Driveway Locations (existing and proposed)
- The presence of your development team, including an architect, a civil engineer, the owner, the developer, and the project liaison.

**Please send the completed request form to the Development Coordinator:
krystal.norris@salina.org**

PLEASE PROVIDE THE FOLLOWING REQUESTED INFORMATION:

Project Liaison's Name & Firm:

Address:

Telephone Number:

E-Mail:

Current Property Owner:

Telephone Number:

Has an architect been hired? YES NO If yes, please name:

Has an engineer been hired? YES NO If yes, please name:

Has a site survey been prepared? YES NO If yes, by whom?

Site Address:

If not currently located in the city limits of Salina, do you plan to annex? YES NO N/A

Please briefly describe your project:

Project Timeline (Groundbreaking, Start of Construction, Completion Date, etc.):

Objective of this meeting – what specific topics do you wish to discuss?

For historical data tracking, please give an estimate of your project's value: \$

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