



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 meeting with project representatives early in the consideration of a project, maintaining close contact with project representatives, by providing thorough review and feedback on every 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 DRT feedback is maximized if a developer's team of professionals (architect, owner, civil engineer and project liaison) can provide a complete development plan. However, we realize it all starts with an idea, and we are willing to meet with individual owners, prospective buyers, tenants, etc. to discuss project concepts as they are being considered. So we ask you to choose the type of meeting necessary to begin to make your development plan a reality.
- DRT meetings are held on Wednesday afternoons from 2:00 to 5:00 p.m. Each meeting is scheduled for one hour. **All meetings are scheduled a minimum of one full week in advance** to allow City staff adequate time to review the project and design documents.

PLEASE SELECT ONE OF THE FOLLOWING TWO MEETING REQUEST OPTIONS:

REQUEST FOR A CONCEPTUAL PRESENTATION MEETING

To request a conceptual presentation meeting, please submit a completed request form to the Development Coordinator by email – krystal.norris@salina.org (PDF preferred).

- **OPTIONAL SUBMITTALS:** Preliminary code footprint/site plan, floor plan (these items do not need to be prepared by a design professional; hand drawn sketches are acceptable)

REQUEST FOR A COMPLETE DEVELOPMENT PRESENTATION MEETING

In order to have a productive complete development presentation meeting, please submit the following information to the Development Coordinator by email – krystal.norris@salina.org (PDF preferred).

- **Completed request form**
- **Code footprint/site plan, floor plan, and building elevations**
 - **The proposed site plan and survey should be drawn to scale, or you may provide a 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 development team (Architect, Engineer, Owner, Developer, etc.) is encouraged to attend the complete development presentation meeting.**

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Project Contact Name and Business (if applicable): _____

Address: _____

Telephone Number: _____ E-Mail: _____

Current Property Owner: _____ Telephone Number: _____

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

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

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

Site Address: _____

If not currently located in the city limits of Salina, do you plan to annex?

NO YES 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: \$

Please send the completed request form & design documents to the Development Coordinator:

krystal.norris@salina.org