

City of Ruston Preliminary/Pre-Application Meeting

The City of Ruston offers pre-application meetings to any interested parties. Applicants are encouraged to schedule a pre-application meeting with City staff prior to formal project application. An applicant may present schematic sketches and a general outline of the proposal for staff review and comment. The meeting is intended to provide a prospective applicant with information concerning application procedures, submittal requirements and design standards that may be applicable to the proposal. The meeting is also intended to provide a prospective applicant with early input and initial design direction from City staff on the proposal. The discussion at the conference, or the information provided to the applicant at the conference, does not vest any future application, nor does it bind the City from future application or enforcement of applicable law.

Along with your completed application and applicable fee, please provide a CD or USB thumb drive with PDF copies (300 dpi minimum please) of the following:

- A cover letter describing the nature of the proposal
- Scaled site plan drawing and/or elevation drawings if applicable
- A list of questions/concerns that you would like staff input on

Upon receipt of an application and the documents listed above, a City of Ruston staff member will schedule you for a pre-application conference and contact you with the date and time. Pre-application meetings are typically scheduled for the first or third Tuesday's of each month subject to staff availability.

**Preliminary/Pre-Application Meeting Request
 Application and Submittal Checklist**

Project Location (address and parcel number)	Permit Number (staff use only)
Applicant Name	Project Name (staff use only)
Applicant Mailing Address	Applicant Phone
	Applicant E-mail Address

I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for City employees to enter the site to perform any necessary inspections.

 Applicant Signature

 Date

Applicant Checklist - (Please see RMC 25.01.140(d)(1) for additional details)

- Review Fee Deposit** (\$575, as per the City's master fee schedule)
- Project Description.** A written description of the proposed project.
- Site Plan.** A proposed site plan showing the location of the affected lot, building(s), sign(s), and utilities.
- Meeting Questions.** Please provide a written list of any questions or concerns that you would like to discuss with the Town staff at the meeting.
- Four complete paper copies of all the above items** (preferred maximum sheet size of 11"x17" for pre-application meetings).
- Electronic Copies of all the above items.** A CD or USB Drive, (unless files are small enough to send via e-mail), with PDF scans at a minimum resolution of 300 DPI or better for all of the above items.

Included?	
Yes	Need N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

staff use only