

Presubmittal Meeting Request



Presubmittal Meeting Request Instructions

To request a meeting, email or call the Development Liaison or Project Team Leader (PTL) ([see assigned areas map](#)) or contact the DSC at dsc@vbgov.com or the Development Liaison at development@vbgov.com or call (757)385-4621 for assistance. The PTL or Development Liaison will set a tentative date and time and ask you to complete this Meeting Request form. The completed form and requested information is needed by the PTL or Development Liaison at least one week prior to the meeting date. Meetings are scheduled on a first come first serve basis. Meeting times are Thursdays at 1:30 PM, 2:30 PM and 3:30 PM with available times at 9:30 AM and 10:30 AM as needed.

Contact Information of Applicant

Name _____ Company _____
Email _____ Phone _____

Development & Design Team Meeting Attendee Contact Information

Name _____	Company _____	Email _____
Name _____	Company _____	Email _____
Name _____	Company _____	Email _____
Name _____	Company _____	Email _____

Property Information

Project Name _____ Address or Location _____
GPIN(s) _____, _____, _____, _____

Project Proposal Details

Provide a brief description of the project proposal. Include information such as previously approved or pending City Council, or other Board actions, previously approved site plans, and pending or anticipated variance requests. Also include proposed number of units, number of stories and square footage of building, building construction type, etc. Please feel free to provide information as a separate attachment if needed.

Project Questions or Concerns

Provide below any specific questions or topics that you would like to discuss at the presubmittal meeting.