

Meeting Intake Checklist - Business

(Please note that we will strive to schedule your meeting within 2-3 weeks of receiving the completed checklist. However, in select circumstances that are largely due to high volume of meeting requests, some delays will occur and we appreciate your patience.)

1. Address of proposal (including entire range, if applicable)
2. Name and contact info of applicant
3. Name and contact info of zoning and/or liquor attorney, if applicable
4. Name and contact info of architect, if applicable
5. Description of the business activity
6. Type of business license required
7. Type of existing structure (single family home, condos, townhomes, landmarked structure, PD, etc.) and/or previous business at the location
8. Type of zoning relief, if applicable (zoning change, special use, variation, etc.)?
9. What is the current zoning? If seeking a zoning change, what is the proposed zoning?
10. Anticipated demolition duration (if applicable) and construction (if applicable).

Please note that one week prior to the meeting taking place, we will require you to submit the following items to ensure our office can adequately review the materials prior to meeting with Alderman Smith:

- A. Site Survey
- B. Floor Plans
- C. Proposed Site Plan
- D. Project Elevations and Sections
- E. Photographs of location (aerial and ground level)