



## Pre-Application Meeting Advisory Guide

### Why have a Pre-Application Meeting?

- The pre-application meeting is an opportunity for dialogue between the parties involved in the development process. A meeting can benefit your project by helping to facilitate quality design, smooth project management, and efficient use of your time and resources.
- **Per Section 33.14 and 33.31 of the Zoning Ordinance, a pre-application meeting is required to be held with each prospective Applicant prior to the submittal of a Special Use Permit (SP) or Zoning Map Amendment (ZMA) application. However, a meeting can be requested for any type of application or project.**
- Attendees of the meeting include staff from Community Development (Planning, Zoning, & Engineering), and where appropriate, VDOT, Albemarle County Service Authority (water and sewer), and Albemarle County Fire & Rescue.

### What are the types of Pre-Application Meetings?

- A **“Mandatory”** pre-application meeting is required for SP and ZMA applications to ensure that the application is submitted in the most complete form possible; consistent with the submittal requirements of the County Code and containing the supplemental information necessary for an efficient review. These meetings require a higher level of detail from the applicant’s submitted materials. Staff will provide detailed comments and specify the supplemental information required to be submitted with the application.
- An **“Exploratory”** pre-application meeting is intended to discuss more general concepts and options for development, including multiple scenarios. Since these meetings often lack the detailed information necessary for staff to provide the level of input found in a Mandatory meeting, staff comments are usually general in nature. **Meetings for site plans, subdivisions, zoning clearances, etc. are Exploratory meetings.**

**\*\*Pre-application meetings are not intended for building permit inquiries, except in the case of commercial building projects.**

### When can I have a Pre-Application Meeting?

- Pre-application meetings are held every Monday at 2 p.m., 3 p.m. or 4 p.m. (Holidays excluded). There is no fee for setting up or attending the meeting. Please note that Mandatory pre-application meetings may not be held any later than two weeks prior to an official submittal deadline.
- Please note that no-shows 15 minutes after the scheduled time will be determined to have the meeting cancelled. As a matter of professional courtesy, if you anticipate that you will be arriving late, please let the Pre-Application Coordinator know as soon as possible.

## Process and Required Information

### 1. Consult with the Pre-Application Coordinator.

They will discuss your proposal with you and ask some questions to determine the type of pre-application meeting that is needed, as well as what agencies/departments need to attend.

### 2. Fill out the “Pre-Application Meeting Request” form.

If it has been determined that your project is ready for a pre-application meeting, then fill out the “Pre-Application Meeting Request” form below or located on the County website. When more information about the proposal is provided, staff can better assess the issues and provide feedback on the overall proposal.

### 3. Prepare a conceptual "sketch" plan and narrative.

Please submit a conceptual “sketch” plan along with a narrative describing the proposed project. The sketch plan should illustrate the general layout and is particularly helpful in identifying potential site or engineering issues. A narrative should outline the project’s key elements, goals, and intent, providing context that may not be evident from the plan alone.

If available, include a boundary survey, recorded plat, or any previously approved plans for the property.

Note: A conceptual sketch plan and narrative are required for all exploratory meetings related to subdivisions and site plans.

## How to Apply for A Pre-Application Meeting

**Step 1:** Visit our [Civic Access Portal](#)

**Step 2:** Register an account and log in

**Step 3:** Apply for a Pre-Application Meeting

**Step 4:** Submit your application

**Step 5:** The Pre-application Coordinator will reach out to schedule your meeting.