



Durham City-County Planning Department

DEVELOPMENT REVIEW  
PRE-SUBMITTAL/RE-SUBMITTAL CONFERENCE REQUEST



**PRE-SUBMITTAL INFORMATION**

- Pre-Submittal and Re-submittal meetings involving multiple departments are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month (*with exception given for City Holidays*). Meetings will be held between the hours of 1:00 and 5:00 pm, and requests must be made a minimum of one week in advance.
- For Planning Department-only meeting requests complete a “Concept Meeting Request” form. Concept meeting requests may be submitted at any time with meetings usually scheduled within one week of request on a first-come first-serve basis.
- A staff member will contact you with your meeting appointment time.
- Submit to: Danny Cultra, 560-4137 ext. 28238, [danny.cultra@durhamnc.gov](mailto:danny.cultra@durhamnc.gov)

**RESOURCES:** Applications, supplemental forms, checklists, and standard notes can be found at:  
<http://durhamnc.gov/340/Applications-Application-Materials>

**REQUESTED MEETING**

Type of Meeting: <input type="checkbox"/> Pre-Submittal <input type="checkbox"/> Re-Submittal	
Meeting Date ( <i>must be 2<sup>nd</sup> or 4<sup>th</sup> Wednesday</i> ):	Time (staff use only):

**CONTACT INFORMATION**

Name:	Company:
Phone:	E-mail:

**GENERAL PROJECT INFORMATION (attach additional information if necessary)**

Project Name	
And Description:	
Issues To Discuss:	
Address(s):	Existing use:
PIN(s) or PID(s):	Total Site Acreage:
Jurisdiction: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Both <input type="checkbox"/> Annexation Required	Project to be reviewed under: <input type="checkbox"/> City <input type="checkbox"/> County
Tier:	Zoning: Overlay(s):
Environmental (streams, floodplain, etc.):	

**DEPARTMENTAL REPRESENTATION (check departments/agencies you request to be at the meeting)**

<input type="checkbox"/> Planning	<input type="checkbox"/> City Transportation	<input type="checkbox"/> Fire (City)	<input type="checkbox"/> Fire (County)
<input type="checkbox"/> Architectural Review	<input type="checkbox"/> City Engineering	<input type="checkbox"/> County Engineering, S&E, and/or Stormwater*	
<input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> City Stormwater	<input type="checkbox"/> Solid Waste	
<input type="checkbox"/> Inspections	<input type="checkbox"/> Water Management	<input type="checkbox"/> Other:	

\***City Stormwater and Engineering** require that the items listed on their **Pre-submittal Meeting Checklist** be provided.  
**Re-Submittals** attach a copy of the outstanding review comments with the comments to be discussed at the meeting highlighted or clearly identified. The comments to be discussed should match the departments requested above.