

Pre-Submittal Conferences offer preliminary review information and are geared for architects, contractors, developers and property owners who are preparing for a large and/or complex building project PRIOR to submission of plans for review. Staff members from the City of Knoxville, Knox Planning and KUB review your plans, offer comments, and provide answers to *specific* questions, as well as offer possible solutions to difficult design challenges.

TO SIGN UP:

Fill out the application *completely* and email it to InspectionsMeeting@knoxvilletn.gov A *complete* application must include and will not be scheduled without the following:

- **A specific list of questions to be answered at the meeting.** *Please provide your list of specific questions related to this project **on a separate document***
- **Detailed concept drawings, site plans, project details, etc. for review and discussion. Limit documentation to items directly pertaining to your meeting request with **no more than 30 pages for complete submission****

Be sure your submissions are current when you submit them as any design/site plan changes received within a week of your meeting will result in your meeting being rescheduled to the next available meeting. This will allow our staff appropriate time to review the new plans

Important information, please read PRIOR to submitting your request:

- Application deadline is 4:30 p.m. (ET) the first Monday of every month. If that Monday falls on a holiday, the deadline will be 4:30 p.m. (ET) the previous Friday.
- Incomplete applications and those without supporting documentation, will be returned and *will not be scheduled until the documentation is submitted. Please submit all documentation at once as one packet, do not send separately as it will be returned for resubmission.*
- All correspondence will be sent to the person listed as Project Contact.
- **Your application will be reviewed prior to scheduling.** It is possible that our staff may recommend a smaller, more focused meeting called a Project Discussion! Meeting. These meetings are held Monday and Thursday afternoons. If a meeting!is deemed appropriate, you will be contacted by a member of our staff with your!assigned date/time.
- Conferences are held on the second Monday of every month, starting at 1:15 p.m.(ET) and are 45 minutes in length. **Dates and times are subject to availability** and!applications are processed in the order in which *complete* applications are!received.
- **Meetings are in-person.** The principal applicant/project manager will need to attend in-person. Ancillary personnel are welcome to attend either in-person or via Zoom. If a Zoom option is required for ancillary staff please advise us when you submit your request.
- Please be advised that meetings will be recorded; however, applicants are responsible for taking minutes/notes at the meeting.

PRE-SUBMITTAL CONFERENCE APPLICATION

Please read coversheet prior to submission to avoid application being returned for resubmission.

PROJECT INFORMATION

Project Contact: *information will only be sent to this contact* _____

Email: _____ Phone: _____

Project Name: _____

Project Address: _____

Parcel ID: _____ Zoning: _____ Total Building Sq. Ft.: _____ # Stories: _____

Business/Tenant Name: _____

Existing Use: _____ Proposed Use: _____

Description: _____

You must provide a detailed list of questions on a separate sheet of paper

OTHER CONTACT INFORMATION

(Please include name, phone, and/or email address.)

Contractor: _____

Architect: _____

Engineer: _____

Developer: _____

Owner: _____

Incomplete applications (and those without supporting documentation) will be returned for resubmission. Meetings are not scheduled without a complete package submission. All information will be sent to the Project Contact, please ensure this information is accurate.

THIS APPLICATION IS SUBJECT TO THE TENNESSEE OPEN RECORDS ACT