

PROJECT DISCUSSION MEETINGS

- PLEASE READ PRIOR TO SUBMITTING YOUR REQUEST -

These in-person meetings are typically scheduled for projects that require a limited group of review staff which allows for a more focused meeting, **PRIOR** to submission of plans for review. Project Discussion Meetings (PDM) are available on **Monday and Thursday afternoons** and will be arranged **as schedules allow**.

To Request a Project Discussion Meeting:

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 if you require more space than the request form allows.*
- **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:

- It is **inappropriate** to request a Project Discussion Meeting for projects **currently under review** unless otherwise advised by your plan reviewer. If you have a project currently under review and have questions regarding the review comments, please contact your reviewer(s) directly.
- **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.** The Project Contact is responsible for ensuring the invite is forwarded to others on their team.
- **Your application will be reviewed prior to scheduling.** If a meeting is deemed appropriate, you will be contacted by a member of our staff.
- **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.

PROJECT DISCUSSION MEETING (PDM) REQUEST

Please read coversheet prior to submitting as incomplete and/or illegible applications will be returned for resubmission.

PROJECT INFORMATION:

PROJECT CONTACT: (information will only be sent to this contact) _____ PHONE: _____

EMAIL: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

The following information can be found in the "maps" tab at kgis.org/kgismaps/

ZONING: _____ HP (Hillside Protection) Overlay on KGIS? Yes No

PARCEL ID: _____

WHO ARE YOU REQUESTING TO SPEAK WITH:

BUILDING	MECHANICAL, ELECTRICAL, PLUMBING	ZONING
ENGINEERING	KNOXVILLE/KNOX COUNTY PLANNING	FIRE

HOW MANY INDIVIDUALS WILL BE ATTENDING WITH YOU:

PROJECT DESCRIPTION:

***REQUIRED* SPECIFIC QUESTIONS REGARDING THIS PROJECT:**

(Please submit questions in list format, you may use additional paper if necessary)