

## PROJECT DISCUSSION MEETINGS

### - PLEASE READ -

These in-person meetings are typically scheduled for projects that require a limited group of review staff which allows for a more focused meeting.

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 [jscobee@knoxvilletn.gov](mailto:jscobee@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.** *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.
- **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 instructions 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: \_\_\_\_\_

PERMIT NUMBER/PLAN REVIEW NUMBER (if applicable): \_\_\_\_\_

The following information can be found in the "maps" tab at [kgis.org/kgismaps/](http://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)*

*This request is subject to the Tennessee Open Records Act.*