

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 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.** *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/

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)