

## PROJECT DISCUSSION MEETINGS

### - PLEASE READ PRIOR TO SUBMITTING YOUR REQUEST -

These in-person meetings provide an opportunity to discuss projects with all relevant City staff. Project Discussion Meetings (PDM) are typically held on Monday and Thursday afternoons and will be scheduled as staff availability allows.

#### To Request a Project Discussion Meeting:

Fill out the application completely and email it to [InspectionsMeeting@knoxvilletn.gov](mailto: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:

- **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/](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)*