

City of Petersburg Development Review
Meeting Request Form

Consultant: _____ Developer: _____

Phone / Fax: _____ / _____ Phone / Fax: _____ / _____

E-Mail Address: _____

Site Plan Meeting Requested: *(Please Check One)*

_____ Preliminary Meeting _____ Minor Site Plan Meeting _____ Site Plan Meeting

Site Information:

Project Name: _____

Proposed Use: _____

Property Zoning: _____ Zoning Case / Approval Date: (if applicable) _____

Required Information:

Tax Map Number(s): _____

Site Address (if assigned): _____

Property Owner(s) Name: _____

Address / Phone / Fax / E-Mail: _____

THE DESIGN CONSULTANT MUST BE PRESENT AT THE SITE PLAN MEETING

Meeting Date: _____ **Meeting Time:** _____

Development Review Meetings are held every Thursday from 9 a.m. until 11a.m. (*except the 3rd Thursday of each month*) within the Council Chambers in City Hall, 3rd Floor, located at 135 North Union Street. Please contact the Planning Department at (804) 733-2308 with any questions prior to your scheduled meeting. If you have preliminary sketches or plans, please provide 9 copies of an 8 ½” X 11” **OR** 11” X 17” sketch of the site layout to present to the Site Plan Team Members no later than the Monday prior to your scheduled meeting. The Planning Department is located across the hall from the Council Chambers in City Hall. The hours of operation are 8:30 a.m. to 5 p.m. Monday through Friday. Please visit the City of Petersburg website and select the Planning Department and then Development Review for additional information: www.petersburgva.gov.