



## Preliminary Plan Review Meeting Request Form

Application Date:

Property Address:

Proposed Use of the Structure:

Review Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential
	<input type="checkbox"/> Site Review	<input type="checkbox"/> Building and Site Review
	<input type="checkbox"/> Building Review	<input type="checkbox"/> Stormwater Management Review

Applicant's Name:

Title:

Company Name:

Phone number:

Email Address:

Address of Company:

Areas of particular interest that need to be reviewed:

Preliminary Plan Review Meetings are held Monday through Friday from 10:00 A.M.-11:00 A.M. and 2:00 P.M.-3:00 P.M. Please select your first and second time choice for the meeting from the fields below.

First Choice: Second Choice:

### Instructions and Plan Requirements

1. Submit two (2) sets of drawings with each application.
  - a. The drawings can be emailed to shellb@cityofhuntington.com.
2. The drawings should include the following:
  - a. Plans of each floor to scale.
  - b. Plot plan showing all buildings on the lot and dimensions to property lines.
3. Plans should show the general type of construction with sufficient details for ready review by examiners.
4. Plans will be reviewed based only on the information shown on the plans.
5. Preliminary plan reviews may include one consultation session by appointment, upon request, with the City Planner after the initial review of the plans has been completed.

***Office Use Only***

Reviewed By: Date: