



PRE-DESIGN MEETING AGENDA

FACILITATOR:

DATE:

TIME:

ROOM:

PROJECT NAME:

DESIGNER:

DEVELOPER:

PROJECT REPRESENTATIVE CONTACT INFORMATION

Name/Title:	Telephone:	Fax:
Engineer:	Architect:	Email:

Logistical Items: *(to be performed by meeting facilitator)*

- ☐ Convene Meeting
- ☐ Circulate Sign-In Sheet
- ☐ Introduction of Attendees
- ☐ Appoint person to take meeting notes
- ☐ Statement of Purpose of Meeting
- ☐ Hand out Plan Review packet to applicant

Meeting Items:

Applicant:

- ☐ Introduction and project overview
- ☐ Identification of project representative
- ☐ Outline important dates including submittals

Planning and Development:

- ☐ Review compliance



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Meeting Items continued:

Facilitator - Comments and questions:

- ☐ Planning and Development Section
- ☐ Plan Review Section
- ☐ Applicant

Review and Adjourn:

- ☐ Review of meeting points by note taker
- ☐ Facilitator adjourn meeting.

Comments / notes:



PRE-DESIGN MEETING SIGN-IN SHEET

Project Title:

Date:

Time:

Applicant:

Facilitator:

Room #:

Material Checklist:

- ☐ Agenda
- ☐ Handout Packet

Transportation Division Attendees:

- ☐ Facilitator _____
- ☐ Planning and Development Section _____
- ☐ Plan Review Section _____

NAME	ORGANIZATION	PHONE	EMAIL