

Share Your Vision

Kick-off Meeting

We can help!



Purpose and Benefit of a Kick-off Meeting

- Work together to establish an open dialogue between the customer and the City in the initial planning stages of a development project.
- Gain a common understanding of the customer's vision for the project.
- Identify critical issues at the earliest point possible in the development review process.
- Help the customer bring their projects to fruition in accordance with adopted City Codes and Plans.
- Identify review processes, schedules, information resources for the specific project.
- Provide an opportunity for issues to be resolved before submitting plans for formal review.
- Obtain forms needed for processing of the development proposal.
- There is no application fee.

Schedule

- Every Friday morning at 9:00 a.m., the DRC staff will be available for a Kick-off Meeting. (Another time may be scheduled for the meeting, if preferred.)
- Please return the Submittal Form by noon on Monday for a meeting on Wednesday of the same week. Completed forms should be dropped off at the Planning & Housing Department counter, faxed, or e-mailed.
- Kick-off Meetings are not mandatory.
- Participation is highly encouraged.

Submittal Forms

Submittal forms may also be obtained at the Planning & Housing Department, Room 214, Ames City Hall, 515 Clark Avenue, or on the City's website at www.cityofames.org

Questions?

Contact the Department of Planning & Housing:

Phone: 515-239-5400

Fax: 515-239-5404

E-mail: planning@city.ames.ia.us



Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media.



Kick-off Meeting

Submittal Form

Property Address: _____

Project Description: _____

Total Acreage of Property: _____

Existing Land Use: _____

Proposed Land Use: _____

Property Owner: _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Business) (Cell) (Fax)

Contact Person: _____

Business: _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Business) (Cell) (Fax)

E-mail Address: _____

The more information that is included with the application, the more feedback City staff can provide to the customer in this initial stage of land development. Please be aware that any plans, documents, or other information submitted may be considered to be a public record, available for review by anyone who requests it, including the media.

List any specific questions/issues you are interested in discussing at this meeting.

