



**ROCKY MOUNT**  
DEVELOPMENT SERVICES  
THE CENTER OF IT ALL

**City of Rocky Mount  
Development Services**

331 S. Franklin St  
Rocky Mount NC, 27804  
Phone: 252-972-1152

---

**Pre-Application Conference Request Form**

Please Submit Form and Related Information to:

Email: [devserv@rockymountnc.gov](mailto:devserv@rockymountnc.gov)

**Contact Information:**

<b>Property Owner/ Applicant</b>	<b>Firm</b>
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email:	Email:

**Site Information:**

Site Address:
Existing Zoning:
Current Use(s):
Assessors District Parcel Number of <u>all</u> Parcels (See: <a href="https://nashcountync.gov">https://nashcountync.gov</a> , <a href="https://edgecombecountync.gov">https://edgecombecountync.gov</a> )

**Project Information:**

Description of Proposed Project and Land Use (Attach letter if necessary)

--

### **Graphic Description of Proposed Development and/or Subdivision:**

Prepare and attach a drawing providing as much of the following preliminary information as possible:

- |   |                          |                                 |
|---|--------------------------|---------------------------------|
| • Building Dimensions and Area          | <input type="checkbox"/> | Location of Access Points       |
| • Footprint and Location of Building(s) | <input type="checkbox"/> | Elevation of Proposed Buildings |
| • Existing and Proposed Parking Stalls  | <input type="checkbox"/> | Drive/Approach Locations        |
| • Utility and Easement Locations        | <input type="checkbox"/> | Area (SF) of Open Space         |
| • Street Location                       | <input type="checkbox"/> | Location of Detention Basins    |
| • Sidewalks                             | <input type="checkbox"/> | Average Lot Size                |
| • Proposed Lot Size                     | <input type="checkbox"/> | Location of Existing Trees      |

### **CITY OF ROCKY MOUNT PRE-APPLICATION CONFERENCE INFORMATION**

The City of Rocky Mount recommends that all site development proposals go through a preliminary review process called “PreApplication Conference”. The purpose of this conference is to provide feedback to the builder, developer, designer, owner or other interested parties, (jointly referred to as the “applicant”) that will enable the applicant to better plan and prepare for formal submittal of necessary documents for review.

This information and feedback includes: identification of required development review processes (plat or subdivision, site plans, rezoning, development plan, building code review, and others); what public improvements may be required (streets, sidewalks, sewer extension, water extension, etc.); what engineering studies and processes may be required (Neighborhood, Planning and Board, Zoning Board of Adjustment, Historic Preservation Commission, etc.) This meeting will also offer pertinent information regarding existing zoning, utility availability and long term plans that may affect the proposal. This conference will allow the applicant to ask questions they may have regarding these processes, requirements, or aspects regarding their project. This conference will also provide an opportunity for staff to offer comments, observations and guidance that will enable the applicant to make informed decisions, as well as submit a complete package of material for formal review.

Staff members representing Planning, Floodplain Development, Public Works, Environmental Services, Storm Water Management, Erosion Control, Surveying, Traffic and Parking, Fire, Department of Energy Resources and other departments will receive notice of each agenda. Appropriate staff members will be present to offer comments.

The meetings are scheduled each Wednesday at 10am, in 45-minute time slots, and are usually held in the Development Services Conference Room, located on 1<sup>st</sup> floor of City Hall at 331 S. Franklin St, Rocky Mount NC, 27804. Given this limited time period and the amount of information necessary to cover, these meetings will be fast paced. It is imperative that adequate, up-front information be developed and submitted in advance of the meeting to better enable staff to prepare.

**In order to provide the best available, most useful information, the applicant must provide as much of the following as possible:**

1. A completed “Pre-Application Conference Submittal Form”, including name, address and contact information for the applicant or contact person.
2. A description of the proposed use or project. Please include any details of the operation that may be important, including type of business, anticipated volume of customer traffic, types of buildings, height, layout, etc.
3. A copy of drafted or hand drawn diagram of the property showing the following:
  - a) Existing buildings, parking, drive aisles, drainage ways and basins, landscaping and open spaces.
  - b) Proposed buildings, parking, landscaping and/or open spaces.
  - c) Property boundary lines.
4. A list of questions for which you need specific answers.
5. Drop off, mail, fax or email this submittal form and a copy of the site drawing(s) to the contact info on the front page.
6. Application for a Pre-Application Conference will be processed and scheduled in the order in which they are received.