



To request a pre-application meeting please fill out the form below with as much detail as possible about your project. Additionally please provide specific department questions on page two. Two 30 minute meetings will be scheduled each Wednesday from 12:00-1:00 p.m. in Room 209, 2<sup>nd</sup> Floor of City Hall. These meetings are by appointment only and will be scheduled upon receipt of this request. City Department representatives will be at the table to answer your questions and provide you with information.

**Please be advised this meeting is intended for informational purposes only.**

After filling out page two please **SAVE** and email this attachment along with any supporting documents or drawings you have in support of your project to the Planning & Urban Development Department [planning@portlandmaine.gov](mailto:planning@portlandmaine.gov)

CONTACT INFORMATION			
Name:		Phone:	
E-Mail Address:			
PROPOSED PROJECT INFORMATION			
Chart, Block, Lot (s)			
Need help? <a href="#">Go to Property Lookup</a>			
Address			
Is the project located in the Historic District?			
Is the project located within 100ft of a Historic District?			
Which zone is the project located in? <a href="#">Go to City Zoning Map</a>			
Is a zone change being requested?			
What is the Lot Size?			
What is the Current Use of this property?			
What is the Proposed Use of this property?			
Does your project involve food?			
New Building or Addition Sq. Ft.		New impervious surface area	
Please provide a brief description of the proposed project. (200 character limit)			
Internal Use Only: Meeting Date and Time:			

