



## City of Petersburg Development Review - Meeting Request Form

Consultant: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Developer: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **Site Plan Meeting Type Request (Please Check One):**

\_\_\_\_\_ Preliminary Meeting                      \_\_\_\_\_ Site Plan Meeting

### **Site Information:**

Project Name: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Property Zoning: \_\_\_\_\_ Zoning Case/Approval Date (if applicable): \_\_\_\_\_

### **Required Information:**

Tax Map Number(s): \_\_\_\_\_  
Site Address (if Assigned): \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **THE DESIGN CONSULTANT MUST BE PRESENT AT THE SITE PLAN MEETING**

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

To request a Development Review Meeting, please complete and submit this form to the Department of Planning and Community Development by postal mail: 135 N Union Street, Petersburg, VA 23803 or email: [pcd@petersburg-va.org](mailto:pcd@petersburg-va.org). Meetings are held every Thursday (except the 3<sup>rd</sup> Thursday of each month) between 9:30 a.m. and 11:30 a.m. If you have preliminary sketches or plans, please provide an electronic copy in an 8 ½" x 11" pdf format, on or before the Monday prior to your scheduled meeting. Please contact the Department of Planning and Community Development at (804) 733-2308 if you would like additional information. The Department Office hours are: Monday through Friday, except State Holidays, from 8:30 a.m. to 5:00 p.m.