Subject:

PDCA Meeting Request Update: Pre-Submittal Meeting

Effective Date:

January 23, 2019

Notice

In our continual effort to improve efficiency, the Department has updated the 'Meeting Request' for 'Pre-Submittal Meeting' through the PDCA. The 'Meeting Request Form' and all additional documents are still required and will be uploaded when requesting a 'Pre-Submittal Meeting'.

This function will help streamline the process and ensure the requests are directed to the appropriate person in a faster and more efficient manner. Please view the <u>*Pre-Submittal Meeting*</u> Request Guidance 'document, which can be found on the <u>Development Coordination Website</u>, for instructions on how to submit the request.

If you have any questions, please feel free to contact the Development Coordination Section at 302.760.2266.