

PRE-SUBMITTAL CONFERENCES AND PROJECT DISCUSSION MEETINGS

The City of Knoxville Development Services team offers informal project reviews, either in the form of Pre-Submittal Conferences or Project Discussion Meetings.

Pre-Submittal Conference reviews and Project Discussion Meeting reviews should be construed as an opportunity for informal input and comment. The purpose of these meetings is primarily to assist the customer in preparing the project for formal submittal.

- **PRE-SUBMITTAL CONFERENCES** are scheduled with a large group of review team members, where most City, Planning, and KUB review staff attend.
- **PROJECT DISCUSSION MEETINGS** are typically scheduled with a limited group of review staff for a more focused meeting.

In order to maximize the use of customer and staff time, the following information must be provided prior to scheduling a meeting:

- A specific list of questions to be answered at the meeting
- Plans, drawings, details, etc. for review and discussion

Meetings will be set no sooner than a week following meeting request/document submission. Please forward all documentation to Jen Scobee at jscobee@knoxvilletn.gov

The recent pandemic facilitated the introduction and exclusive use of virtual meetings. Plans Review & Inspections finds that while virtual meetings can be effective, many times technology does not perform as intended. As we move back into in-person meetings, please be sure to have the *principal applicant/project manager* attend *in-person*. Ancillary personnel are welcome to attend either in person or via Zoom. Those attending virtually need to be aware of their background noise as it may cause their connection to be muted if it interferes with the meeting.