

## PRE-SUBMITTAL CONFERENCES

Do you have a complex redevelopment project? Will you encounter zoning issues?  
Will you need a variance? Is the property in a historical district?  
Any KUB considerations? Do you have all the permits and waivers you will need?

The City of Knoxville offers Pre-Submittal Conferences for complex construction or renovation projects where preliminary review information is provided prior to a formal Plans Review, at no cost to you. City of Knoxville Staff will include Inspections, Engineering, Fire Marshal, as well as Knox Planning, TDOT & KUB. They will review a copy of your plans, offer comments, and provide answers to specific questions, as well as offer possible solutions to difficult design challenges. This will help to ensure a successful project when it is submitted for the official Plans Review.

### **WHO NEEDS A PRE-SUBMITTAL CONFERENCE?**

Architects, Contractors, Developers and Property Owners who are preparing for a building project. This process is especially helpful for large and/or complex projects. Many Plans Review issues can be avoided if considerations are made at the beginning of the project process.

### **HOW DO I SIGN UP?**

**Fill out the application completely and email it to the address on the form along with supporting documentation (preliminary plans/drawings) and a list of questions.**

Incomplete applications will be returned and will not be scheduled until the documentation is submitted. All correspondence will be sent to the person listed as Project Contact.

**Application deadline is close of business the 1<sup>st</sup> Monday of every month.** If that Monday falls on a holiday, the deadline will be the previous Friday. **Conferences are held the 2<sup>nd</sup> Monday of every month, starting at 1:15 p.m. and are 45 minutes in length. Please note that dates and times are subject to availability and applications are processed in the order completed applications are received.** You will be contacted by a member of our staff with your assigned time.

### **WHAT DO I NEED TO KNOW?**

In order to facilitate a comprehensive discussion about your preliminary plans, these conferences are closed meetings. Any records or communications sent or submitted to and in the possession of the City are subject to the Tennessee Open Records Act.

On the day of the meeting, come to Conference Room 461, City-County Building for your Pre-Submittal Conference at your assigned time. **This is an in-person meeting.** The recent pandemic facilitated the introduction and exclusive use of virtual meetings. A ZOOM link is still provided and while our staff finds that 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.

**2022 Meetings: 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12**

## PRE-SUBMITTAL CONFERENCE APPLICATION

*Incomplete and/or illegible applications will be returned for resubmission*

All information will be sent to the Project Contact, please ensure this information is accurate.

### Project Information

Project Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ Zoning: \_\_\_\_\_ Total Building Sq. Ft.: \_\_\_\_\_ # Stories: \_\_\_\_\_

Business / Tenant Name: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe area(s) of concern:** \_\_\_\_\_

\_\_\_\_\_

### Contact Information

(Please include name, phone, and/or email address.)

Contractor: \_\_\_\_\_

Architect: \_\_\_\_\_

Engineer: \_\_\_\_\_

Developer: \_\_\_\_\_

Owner: \_\_\_\_\_

**THIS APPLICATION IS SUBJECT TO THE TENNESSEE OPEN RECORDS ACT**

*For office use:*

Date/Time of Meeting: \_\_\_\_\_

Project drawings submitted: \_\_\_\_\_

Yes / No