



## TOWN OF HIGH RIVER PRE-APPLICATION MEETING REQUIREMENTS

### The applicant will provide the following at the pre-application meeting:

1. A description of the land use request and proposed project, and a brief explanation of how it addresses the Town of High River's goal of becoming more sustainable, and the goals, objectives and policies found in the following documents:
  - i) The High River Town Plan;
  - ii) Town of High River Integrated Community Sustainability Plan (ICSP);
  - iii) Any Area Structure Plans, Neighbourhood Outline Plans or Area Redevelopment Plans applicable.
2. The applicant is encouraged to provide conceptual drawings/outlines/examples, etc., which illustrate how the project will help the Town move towards greater sustainability as described in the above documents.

### Agenda

1. The applicant will describe and explain the project using the above materials.
2. Planning staff will offer advice and guidance to the applicant regarding the application request and the materials provided and identify any problems or issues.
3. Planning staff will outline the review process for the specific land use request and provide the applicant with an application package which includes a checklist of the necessary information to be submitted with a completed application.
4. Specific timelines for the potential application will not be given at this meeting, although general timelines for the particular type of planning process will be outlined.
5. A development application will not be accepted at the pre-application meeting.
6. If the applicant chooses to submit an application in the future, all materials requested by the Planning department will be accepted at that time in a complete package.