



City of
Lakewood

Pre-Application Conference Request

Applications and all required documentation are required to be submitted through our online dashboard <https://pals.cityoflakewood.us/palsonline/#/dashboard>.

All items below are required by the city and must be submitted in order for a complete application. The quality and completeness of the information received will directly impact the written comments provided by the reviewers. Applications are required to be submitted through the online Permit Dashboard.

Once a complete application is received and payment of fees, Department staff will reach out to schedule the meeting. Pre-application meeting conferences are held virtually. The pre-application conference will be scheduled on a first come, first served basis, dependent on availability.

REQUIRED SUBMITTAL DOCUMENTS:

	Pre-Application Conference Request Application Form (with all of the required signatures)
	Check, Cash, Visa/MasterCard for applicable fees
	Completed Operational Characteristics Description Worksheet
	Preliminary Site Plan The preliminary site plan may be prepared by the applicant rather than by an engineer or surveyor
	Preliminary Floor Plan (required for new builds and any alterations or modifications to existing structures)
	Preliminary Building Elevations (required for new builds and alterations or modifications to the existing structure)



City of Lakewood

Pre-Application Conference

APPLICATION NAME:	PARCEL #:
PROJECT ADDRESS:	
PROPOSED USE:	ACRES:
APPLICANT:	PHONE:
MAILING ADDRESS (City, State, Zip):	
EMAIL ADDRESS:	LICENSE NO:
SIGNATURE:	CONTACT PERSON:
AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant)	PHONE:
MAILING ADDRESS (City, State, Zip):	
EMAIL ADDRESS:	LICENSE NO:
SIGNATURE:	CONTACT PERSON:
PROPERTY OWNER #1 (mandatory if different from applicant):	PHONE:
MAILING ADDRESS (City, State, Zip):	
EMAIL ADDRESS:	SIGNATURE:
PROPERTY OWNER #2 (if more than two property owners attach additional info/signature sheets)	PHONE:
MAILING ADDRESS (City, State, Zip):	
EMAIL ADDRESS:	SIGNATURE:

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application