

City of Box Elder Planning Department

City Hall
420 Villa Dr
Box Elder, SD 57719
<https://www.boxelder.us/>

Phone:605-923-1404
planning@boxelder.us



Pre-Application Meeting Request

PRE-APPLICATION Meeting. While not required, a Pre-Application meeting with the planning staff is strongly encouraged prior to filing an application. Staff will provide feedback on your proposal, advise you on application submittal items, and provide a projected review and approval schedule.

To request a Pre-Application meeting, fill out the form below, attach requested information, and send by email to the Planning Department at planning@boxelder.us You may also submit the form and associated materials to the Planning Department located in City Hall, 420 Villa Dr. Please use a separate form for each site or project.

Please note: Meetings are scheduled on a first come, first served basis. Due to the volume of Pre-Application meeting requests, meeting dates may not be available immediately. It is advisable to submit the request at least one week in advance of your desired meeting dates.

CONTACT INFORMATION (primary contact for all questions and meeting scheduling)

Applicant's Name: _____ **Company Name:** _____

Phone: _____ business home cell **Email:** _____

 Architect Engineer Optionee Property Owner Purchaser of property Lessor Other

SUBJECT OF MEETING (check all that apply)

Rezoning Non-Residential (New) Platting Subdivision PD AICUZ Other

SITE LAYOUT/CONCEPT: Attach a concept or sketch illustrating the proposed development. (Please note: Meetings to discuss a Non-Residential(New) or subdivision concept will not be scheduled until a conceptual site layout is provided.)

PROPERTY INFORMATION (list all properties to be discussed; you may attach a separate list if needed- Fill in what you know)

Map	Parcel (use "part of parcel..." if a portion)	Address	Current Zoning	# of Acres

Description of the Proposal and Questions for Staff:

FOR OFFICE USE ONLY		
Date Submitted: _____	Assigned: _____	Date Scheduled: _____