



Naperville

Concept Meeting Request Overview

Concept meetings provide an opportunity for City staff and external customers to discuss potential development proposals and the development process prior to submittal for formal review. At the meeting, staff will explain applicable regulations or requirements, provide initial feedback regarding City staff’s support of the proposal, and detail the City’s approval process. A project manager will be assigned to your request when the meeting is set up. Concept meetings are held at 10:00 a.m. and 11:00 a.m. on Tuesdays and Thursdays and are one hour long. A minimum of 10 business days is required for City staff to review the concept meeting materials; therefore, **the meeting will be scheduled following submittal of this completed form and receipt of the information below. All information to be reviewed must be submitted at the time of the meeting request.** Questions regarding concept meetings may be referred to the Development Review Team (630) 305-7002. Please submit all information and items 1-4 below via email to DRT@naperville.il.us.

Contact Person Information	
Name:	Title:
Company:	Company Address:
Phone:	Email:
I am the: <input type="checkbox"/> Owner <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Broker <input type="checkbox"/> Attorney <input type="checkbox"/> Tenant <input type="checkbox"/> Other(Specify)	
Property Information	
Address:	Parcel Number(s):
Zoning:	Current Land Use:
Provide a description of the proposal:	

Additional Information Needed:

1. Describe the development proposal in detail (on letterhead, if available)
2. List members of your party attending the meeting
3. Advise any specific questions you have
4. Submit available plans for the property and/or the development proposal (must submit at least a site plan, plat of survey, or aerial)