



Planning, Building, & Technology
111 Maiden Ln, 3rd Floor
Lexington, SC 29072
Staff Contact: Jessica Lybrand
Phone: (803) 358-1532
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PRE-DEVELOPMENT MEETING REQUEST

What is the purpose of pre-development meetings?

To advise and inform developers and business owners of the development requirements for new development projects, expansions of existing developments and redevelopment projects prior to obtaining permits. Comments from staff are conceptual in nature and do not constitute a submittal or approval of any project, plan, plat or permit application. To the extent possible, Staff will provide feedback on the proposal and identify any known compliance issues. All feedback provided in this meeting is conceptual and preliminary and not intended to bind or prohibit the Town of Lexington or any other agency from future application or enforcement of applicable laws. Submittal of this application shall constitute as acknowledgement and authorization to process this request. **All pre-development meetings are recorded. All material submitted and recordings are subject to Freedom of Information Act Requests.**

Pre- Development Meetings are scheduled a minimum of (3) business days in advance. The allowed time for each meeting is 1 hour or less. Meetings are typically held on Wednesdays and are scheduled based upon staff availability.

Pre-Development Meetings are held in the 3rd floor conference room at the Town of Lexington Town Hall, 111 Maiden Ln, Lexington, SC. We recommend that you have all interested professionals (engineers, architects, contractor, etc.) in attendance.

Who attends pre-development meetings?

Staff from Planning & Zoning, Building, Transportation, Landscape, Utilities, and Economic Development are in attendance, and if relevant, Lexington County Fire Marshal and Lexington County Land Development.

Instructions:

Complete this form and provide the information outlined below. Submit proposed conceptual site plan, sketch or other graphic information to depict the project with the request form. The amount of feedback you receive will depend on the amount of submittal materials. The meeting will be scheduled once these required items are provided. Please submit the information electronically to the Planning Department by emailing jlybrand@lexsc.com.

Contact Information

Name		Name	
Company		Company	
Phone		Phone	
Email		Email	
Affiliation	<input type="checkbox"/> Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Surveyor <input type="checkbox"/> Contractor <input type="checkbox"/> Realtor	Affiliation	<input type="checkbox"/> Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Surveyor <input type="checkbox"/> Contractor <input type="checkbox"/> Realtor
To assist in scheduling, please indicate a time when you would be available	First Choice: _____ Second Choice: _____ Third Choice: _____		
# of People Attending			

Property Information

Site Location/ Address		Will this parcel need Annexation?	
TMS #		Existing Zoning	
Existing Use		Proposed Use	
Check Which Apply:	<input type="checkbox"/> Letter of Intent <input type="checkbox"/> Contract of Sale <input type="checkbox"/> Already Purchased or Leased Property		
Briefly Describe the Proposal			

Proposed Commercial Development Information

Will This Project Be...	<input type="checkbox"/> New Commercial <input type="checkbox"/> Upfit / Alteration <input type="checkbox"/> Addition/ Expansion <input type="checkbox"/> Change of Use. If so, please list previous use:		
Square Footage of Building (If multiple use/units, break down by units and use)			
Number of Floors		Existing Number of Parking	
Anticipated Vehicular Trips Per Day		Proposed Number of Parking	
Estimated Water/Sewer Usage		Number of Employees	

Proposed Residential Development Information

Number of Proposed Lots	
Type of Product (Single-Family, Townhouse, Apartments, Duplex, etc.)	