



**NOTE: Please submit this completed form by Monday morning prior to your desired Thursday morning meeting date. All meetings will take place in person, unless prior request has been reviewed and granted to be virtual.**

# Conceptual Plan Review Meeting Request Form

500 12th Ave S Nampa ID 83651  
 (208)468-5435  
 www.cityofnampa.us

Office Use Only		
Schedule Meeting Date:	Schedule Meeting Time:	Meeting Place:

New	Remodel	Addition
Non-Residential Description:		Residential Description:
Multi-Family Number of Units:		Other Description:
Project/Business Name		
Project Address		
Location Description (Ex SW corner of)		

<u>Project Specifics</u>			
Current Zone	Is the existing building fire sprinklered?	YES	NO
Proposed Zone	Will the proposed building be fire sprinklered?	YES	NO
Total Existing S.F.	Is this a new building?	YES	NO
Total Proposed S.F.	If no, what is the current use?		
Number of Stories	Is this a conversion from a residence to commercial?	YES	NO
Basement	YES	NO	

**DESCRIBE THE PROPOSED SCOPE OF WORK AND THE SPECIFIC USE OF THE BUILDINGS: (MUST BE FILLED OUT)**

Do you anticipate any changes to the water/sewer services to the existing building? YES NO

Does the proposed use match those uses allowed in the assigned zone? YES NO

If an existing building, are there any other businesses in this building? YES NO If yes, please list:

**\*MINIMUM PLAN SUBMITTAL REQUIREMENT WITH APPLICATION - SITE PLAN & FLOORPLAN**

**PLEASE ALSO PROVIDE AN ATTACHMENT WITH:**

- Specific project questions you have
- building code analysis, even if preliminary

### Applicant Information

First & Last Name	Associated Company Name			Phone Number
Street Address	City	State	Zip	Email

### Owner Information

First & Last Name	Associated Company Name			Phone Number
Street Address	City	State	Zip	Email

### Architect/Designer Information

First & Last Name	Associated Company Name			Phone Number
Street Address	City	State	Zip	Email

### Others Attending Meeting

First & Last Name	Title
First & Last Name	Title
First & Last Name	Title

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### DECLARATION:

The owner and design professional must sign.

Let it be known that the undersigned proponents of the above mentioned project do understand that the "Conceptual Plan Review" session attended this date is intended to provide general guidance to the project applicant and/or their representatives. This session in no way represents the approval, nor shall it be considered permission to proceed with any project until said project has completed the plan review and permitting process required by Nampa City Code. All comments, observations and disclosures made at the "Conceptual Plan Review" are subject to change once the building permit application has been received and the official plan review of the proposed project has begun.

I hereby Certify that I have read and understand the above declaration.

Owner/Owner Representative (Please Print):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Owner Representative (Please Print):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_