



City of McDonough  
Community Development  
136 Keys Ferry Street, 3<sup>rd</sup> Floor  
McDonough, GA 30253  
Phone (678) 432-4622  
Email: [ttebo@mcdonoughga.org](mailto:ttebo@mcdonoughga.org)

## Pre-Application Meeting Request Form

**The Planning & Zoning Pre-Application Form must be submitted in order to schedule a pre-application meeting. The purpose of this meeting is to help the Planning Division understand the intent, goals, and objectives of the land use project. Applicants will be contacted by phone or email to schedule a meeting. NOTE: The meeting is NOT for building/construction inquiries.**

**Applicants will be provided information as to how this request does or does not comply with current Zoning Ordinance and how the project may be altered to bring it into compliance. The purpose of this meeting is not to gain pre-approval of any project. All supporting materials must be submitted at the time of application. Additional information requested by the Community Development Dept. may be sent by mail or e-mail. No application will be processed or scheduled for a public hearing if it is incomplete. If the applicant is a corporation, LLC, an attorney, realtor or someone other than the owner, the name of the applicant shall remain consistent throughout the supporting materials". NOTE: Pre-Application meetings are held in-person or via Teams/Zoom.**

Applicant's Name: \_\_\_\_\_

Telephone Number (Area Code) Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

**TYPE OF APPLICATION (Check One)**

- ANNEXATION w/LATERAL ZONING
- ANNEXATION w/REZONING
- REZONING
- ZONING MODIFICATION
- SPECIAL USE PERMIT
- TEXT AMENDMENT
- FAÇADE
- LANDSCAPING

**Please provide a brief description of your request.**

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**Please include details and supporting documents of your request (Typed Format is Preferred). You may email the form and documents to [ttebo@mcdonoughga.org](mailto:ttebo@mcdonoughga.org).**