

TOWN OF PITTSBORO

SCOPING MEETING APPLICATION



1. Scoping Meetings provide applicants with a review on preliminary proposals, receiving high level guidance intended to reduce future review cycles, avoid misunderstandings or interpretations, and open lines of communication with planning staff.
2. Review Steps:
 - **Step 1. Scoping Meeting.** Contact the Planner 1: Kelly Hughes at (919) 533-5481 or khughes@pittsboronc.gov to schedule a Scoping Meeting with planning staff. Scoping Meetings are typically held on Thursdays between 1pm and 4pm via zoom meeting. Staff will discuss the project with the applicant and determine if a Pre-Submittal Meeting is applicable.
 - **Step 2. Pre-Submittal Meeting.** Contact Kelly Hughes to schedule a Pre-Submittal Meeting, which are typically held on Tuesdays between 1pm and 4pm via zoom meeting.
 - Email a copy of the pre-submittal application, sketch plan, floor plan, and any additional information that helps explain your proposal to Kelly Hughes at khughes@pittsboronc.gov
 - The deadline to schedule and submit this application and associated documents is 2pm on Tuesday of the previous week.
 - **Step 3. Formal Application Submittal.** Please refer to the applicable Submittal Deadlines for submittal dates.

GENERAL INFORMATION

Project Name	
Project Address / Location	Parcel ID #
Applicant / Contact Person	Phone
Applicant Business Name	
Applicant Email	
Property Owner	Phone
Property Owner Email	
Current Use(s)	
Proposed Use(s)	
Provide a detailed project description.	