

## Kick-Start Meeting Request Form

Please provide information by answering the following questions. Detailed and specific information will help us better understand your project and determine the most suitable services available. Return this form to [customerexp@paducahky.gov](mailto:customerexp@paducahky.gov) to schedule your meeting.

### General Information

Project Address: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

#### Relationship to Project (Please Select)

Owner      Agent for Owner      Architect      Engineer      Contractor      Other: \_\_\_\_\_

### Short Description of Project

### Project Information

Estimated Construction Cost: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Number of Dwelling Units if Any: \_\_\_\_\_

Non-Residential Floor Area (New or Additional Square Footage): \_\_\_\_\_

### Project Type (Please select all that apply and provide any additional information)

New Construction      Alteration/Repair      Addition/Reno. to Existing Building

Tenant Improvement      Change of Existing Use      Electrical Repair/Rewire

Other: \_\_\_\_\_

### Project Use (Select All That Apply)

Single Family Residence/2 Family Residence      Apartment      Affordable Housing

Daycare/School/Institution      Medical      Restaurant      Commercial

Industrial      Mixed Use Residential/Commercial      Other: \_\_\_\_\_

**Project Use Questions**

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Have you prepared construction documents/plans for this project?

Yes No

Will a business be operated at the project location?

Yes No Not Sure

Will there be an elevator on the site?

Yes No Not Sure

Will you install or modify any signs?

Yes No Not Sure

Do you plan to place private property on the sidewalk, street, or alley? E.g. outdoor tables, signs or fences

Yes No Not Sure

Do you anticipate placing construction equipment on the street, sidewalk, or alley?

Yes No Not Sure

Do you anticipate installing, repairing, or modifying public sidewalk, street access cut/drive/curb cut?

Yes No Not Sure

Will you remove any trees?

Yes No Not Sure

Will you be disturbing land greater than 1 acre?

Yes No Not Sure

Will you be creating more than 10,000 square feet of new impervious area? (impervious area includes roof tops, parking lot, hardscapes, etc.)

Yes No Not Sure

**Questions for City Staff**

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Check the specific departments for which you have questions:

Engineering & Public Works     Planning & Zoning     Fire Prevention  
 Alcoholic Beverage Licensing     Public Utility Companies (Electric/Sewer/Water)     Not Sure

Check any categories where you have questions:

Commercial Signs     Electrical Systems     Mechanical Systems     Subdivisions  
 Fire Sprinkler Systems     ADA Compliance     Emergency Egress     Stormwater  
 Alcohol Sales    Other: \_\_\_\_\_

Please provide any specific questions that you have for City staff members.

**Internal Staff Use Only**

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Project Code: \_\_\_\_\_ Date Received: \_\_\_\_\_ Meeting Date: \_\_\_\_\_