

**CONFERENCE RECAP**

DRAINAGE FILE/ZONE ATLAS PAGE NO. \_\_\_\_\_ DATE: \_\_\_\_\_

PLANNING DIVISION NOS: EPC \_\_\_\_\_ DRB \_\_\_\_\_

SUBJECT: \_\_\_\_\_

STREET ADDRESS (IF KNOWN)  
\_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

**TYPE OF PROJECT**

\_\_\_\_ PRELIMINARY PLAT

\_\_\_\_ FINAL PLAT

\_\_\_\_ SITE DEVELOPMENT PLAN

\_\_\_\_ BUILDING PERMIT

\_\_\_\_ (OTHER) \_\_\_\_\_

\_\_\_\_ ROUGH GRADING

**ATTENDEES**

| WHO   | REPRESENTING |
|-------|--------------|
| _____ | _____        |
| _____ | _____        |
| _____ | _____        |

**FINDINGS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned agrees that the above findings are summarized accurately and are only subject to change if further investigation reveals that they are not reasonable or that they are based on inaccurate information.

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*NOTE\*\*PLEASE PROVIDE A COPY OF THIS RECAP WITH THE DRAINAGE SUBMITTAL**