

PREQUALIFICATION Q-TEAM REVIEW

MANDATORY REQUIREMENTS



A **prequalification Q TEAM Review** is now required as part of the process of accepting an application for Q TEAM Review. This provides a review for "completeness" of documents submitted with the permit application. The fee associated with this review covers the following tasks with a service level agreement of completion of four (4) working days:

Have you had a pre-development meeting for this project? YES NO DATE: _____

Verify if project is on a legal building site, proof of platted lot or early release required

Are you platting? YES NO

If YES, please provide:

Subdivision Plat # _____ 311T _____ 411Q _____

Verify that the USE is compatible with zoning district; Determine if SUP of zoning change is required

Confirm that construction plans are complete and contain all the required sheets, i.e., MEP, green, landscaping, foundation, etc.

Verify that a parking analysis was provided

Review against applicable standard checklist

Provide copy of SUP and development plan YES N/A

Provide exiting or life safety plan

Copy of Plat

NOTICE: This review **DOES NOT** include: Review of parking analysis, fire alarm, fire sprinkler, signs, pools, detail site review, or engineering.

Prequalification Review Fee Based on Sq. Ft.

Review Fee (\$1,000/hour) Based on Sq. Ft.

Square Footage	Maximum Fee	Square Footage	Maximum Fee
0 – 10,000	\$500	0 – 10,000	\$2,000
10,001 – 50,000	\$750	10,001 – 50,000	\$12,500
50,001 – 100,000	\$1,000	50,001 – 100,000	\$27,500
100,001 and greater	\$1,250	100,001 and greater	\$50,000

I, _____, have read the above information and acknowledge that I
(PRINT NAME)

have provided all of the required documents listed above. I understand that if I fail to meet the mandatory requirements for the prequalification Q TEAM review that **ALL PRE-QUALIFICATION FEES PAID ARE NONREFUNDABLE**. Further, I understand that in order for a permit to be issued I must comply with all regulatory requirements, construction requirements, and have a legal building site (final plat or approved early release if platting).

(APPLICANT SIGNATURE)

(DATE)

APPROVED FOR Q TEAM REVIEW

NOT APPROVED FOR Q TEAM REVIEW

(PRE Q REVIEW BY)

(DATE)