

PRE-SUBMITTAL MEETING REQUEST FORM

Pre-submittal meetings are required for all non-residential projects that involve site and/or utility construction. These meetings are conducted every Monday at 2:00 PM in the City of Lafayette Municipal Building.

To be placed on the agenda for a particular meeting, complete this form and submit it along with a site sketch of the proposed project to the City of Lafayette Engineering Department. This submittal is due on or before the Monday prior to the anticipated meeting date. When a holiday falls on a Monday, the impacted deadline or meeting will be moved to the next day that City offices are open for business.

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Submittal Date: _____

Meeting Date: _____

State Parcel No.: _____

Site Sketch Attached: Y N

Submittals may be delivered to:

City of Lafayette
Engineering Department
20 North 6th Street
Lafayette, Indiana 47901

Hours: 8:00 AM – 4:30 PM

or e-mailed to:

mshively@lafayette.in.gov

The contact listed above will receive a confirmation including a meeting agenda and meeting location prior to the meeting date.
