

## PROJECT DISCUSSION MEETINGS

**These meetings are typically scheduled for projects that do not require a full Pre-Submittal discussion and only require a limited group of review staff which allows for a more focused meeting.**

**Please read below for important information regarding changes to how we handle meeting requests.**

---

As of February 1, 2023, Project Discussion Meetings (PDM) are available on Monday and Thursday afternoons and will be arranged as schedules allow.

You may request a Project Discussion Meeting by sending an email to our Administrative Specialist, Jennifer Scobee at [jscobee@knoxvilletn.gov](mailto:jscobee@knoxvilletn.gov).

In order to maximize the use of customer and staff time, the following information **must** be provided **prior** to scheduling a meeting:

- A specific list of questions to be answered at the meeting.
  - You may list your questions on the request form or you may provide them on a separate document.
- Concept drawings, plans, project details, etc. for review and discussion.

After we receive the documentation referenced above, we will reach out to you to set up the meeting.

We look forward to working with you on your project!

**PROJECT DISCUSSION MEETING (PDM) REQUEST**

These are smaller meetings with a limited group of review staff for a more focused meeting.  
Please read instructions prior to submitting as incomplete and/or illegible applications will be returned for resubmission.

**PROJECT INFORMATION:**

PROJECT CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

The following information can be found at [kgis.org/kgismaps/](http://kgis.org/kgismaps/)

ZONING: \_\_\_\_\_ HP Overlay on KGIS?    Yes    No    PARCEL ID: \_\_\_\_\_

**WHO ARE YOU REQUESTING TO SPEAK WITH:**

BUILDING	MECHANICAL, ELECTRICAL, PLUMBING	ZONING
ENGINEERING	KNOXVILLE/KNOX COUNTY PLANNING	FIRE

**HOW MANY INDIVIDUALS WILL BE ATTENDING WITH YOU:**

**PROJECT DESCRIPTION:**

**SPECIFIC QUESTIONS REGARDING THIS PROJECT:**

*(please submit questions in list format, you may use additional paper if necessary)*

*This request is subject to the Tennessee Open Records Act.*