

# KICK - START MEETING REQUEST FORM

Please help us prepare for our meeting by answering the following questions. Detailed and specific information will help us better understand your project and answer questions. Return this form to [customerexp@paducahky.gov](mailto:customerexp@paducahky.gov) to schedule your meeting. Meetings are scheduled every other Wednesday at 1:00 P.M. CT and are typically scheduled for either 30 minutes or an hour, depending on the project.

### GENERAL INFORMATION

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Project Address: \_\_\_\_\_  
Primary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Project Start Date: \_\_\_\_\_ Anticipated Project Completion Date: \_\_\_\_\_

### RELATIONSHIP TO PROJECT (PLEASE SELECT)

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

### SHORT DESCRIPTION OF PROJECT

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### PROJECT INFORMATION

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Estimated Construction Cost (Materials & Labor): \_\_\_\_\_ 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)

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New Construction    Alteration/ Repair    Addition /Renv. To Existing Building  
 Tenant Improvement    Change of Existing Use    Electrical Repair/Rewire  
 Other \_\_\_\_\_

### PROJECT USE (SELECT ALL THAT APPLY)

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Single Family Residence/2 Family Residence    Apartment    Affordable Housing  
 Daycare/School /Institution    Medical    Restaurant    Commercial  
 Industrial    Mixed Use Residential /Commercial    Other \_\_\_\_\_

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## PROJECT USE QUESTIONS

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Have you prepared construction documents/plans for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will a business be operated at the project location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Will you install or modify any signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Do you plan to place private property on the sidewalk street, or alley? E.g., outdoor tables, signs or fences?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Do you anticipate placing construction equipment on the street, sidewalk, or alley?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Do you anticipate installing, repairing, or modifying public sidewalk, street access cut/drive/curb cut?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Will you remove any trees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Will you be disturbing land greater than 1 acre?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

## QUESTIONS FOR CITY STAFF

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**Check the specific departments for which you have questions:**

- Engineering    Planning and Zoning    Fire Prevention    Alcohol Sales    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    Business License    Grants    Other

**Provide any specific questions that you have for City Staff Members.**

If you have rough draft plans/drawings that you would like to review with the team, please send them to [customerexp@paducahky.gov](mailto:customerexp@paducahky.gov) along with this questionnaire.