



FILING READINESS DETERMINATION

Filing Readiness Determination (FReD) is an internal staff meeting designed to identify issues in a potential petition prior to submittal.

A prospective applicant is *strongly encouraged* to take advantage of the FReD process as it can make the subsequent pre-file and application process move more smoothly. The more information, even preliminary information, that the applicant can provide, the more potential issues that can be identified. The FReD is not guaranteed to identify all potential issues.

Town staff will relay any identified issues to the applicant after the FReD meeting, as well as contact information for the staff member(s) who would be able to provide guidance on the issues.

Files should be uploaded to the Town’s iWorQ site and “FReD” and a short description should be added in the “Project Description.”

PRE-FILE

A pre-file meeting should be scheduled when the applicant is ready to file. The Pre-File meeting is open to the applicant and is required.

All required documents, files, and exhibits must be ready at the time of the pre-file meeting. Incomplete applications will not be placed on the docket for the next available meeting.

The pre-file should address any issues raised in the FReD, either by correction or by a request of a reinterpretation, variance, waiver, or development incentive (as applicable).