
MATERIALS TO SUBMIT

One copy of drawings, sketches, photos and/or a written description of the item(s) for review should be submitted along with the application. Any other pertinent information that will assist staff in reviewing your proposal should also be submitted. It is not necessary to prepare architectural/engineering quality drawings for a pre-application. However, sketches or a written description must be detailed enough to allow efficient review by staff.

PRE-APPLICATION REVIEW COMMENTS

A pre-application may be submitted at any time. Pre-applications are usually reviewed within two weeks of application. The applicant will receive a phone call from the Project Planner notifying you of when your project will be reviewed. The applicant is encouraged to attend the meeting, but if you are unable to, the Project Planner will phone you as soon as possible after the meeting to review staff comments. After receiving staff comments, it is up to the applicant to file an official development application to proceed with the project.

CREDIT FOR FEE

A pre-application review charge will be assessed on any request to consider a particular piece of property for development activity. This charge will be credited against any development application deposit subsequently received from the applicant for the subject project.

FOR OFFICE USE ONLY

TYPE OF PROJECT FOR REVIEW (Check Appropriate Box)

- | | |
|---|--|
| <input type="checkbox"/> Administrative Use Permit | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Annexation/Pre-zoning | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Appeal Request | <input type="checkbox"/> Variance/Minor Deviation |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Zone Map Change From _____ to _____ |
| <input type="checkbox"/> General Plan/Specific Plan Amendment | <input type="checkbox"/> Zone Text Amendment |
| <input type="checkbox"/> Minor Subdivision (Parcel Map, Lot Split, Lot Line Adjustment, Lot Merger) | <input type="checkbox"/> Zoning Verification Letter |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Other _____ |

ITEMS FOR REVIEW (Check Appropriate Box)

- | | |
|--|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Proposed Use(s) – Describe Below |
| <input type="checkbox"/> Elevation Plans | <input type="checkbox"/> Streets and Access |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Density | <input type="checkbox"/> Landscaping Plans |
| <input type="checkbox"/> Sewer/Water Availability | <input type="checkbox"/> Trash Collection Options |
| <input type="checkbox"/> On-Site Circulation | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Public Improvement | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Parking Layout and Ratios | |

Additional Comments/Descriptions: