



# PRE-APPLICATION REQUEST FOR COMMENTS

**STAFF USE ONLY**

Case #: \_\_\_\_\_ Project Account: \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Deposit Account: \_\_\_\_\_

The purpose of this "Pre-Application" review is to provide direct feedback on your project from City staff and identification of potential concerns before you submit a formal application. You will also get information regarding what documents and plans you will need to submit with your application. The total fee calculated is based on the hourly rate for each reviewing discipline, project complexity, and/or response to questions.

**1. Project Summary (Please provide the following preliminary information):**

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Address \_\_\_\_\_

How would you like the comments provided?  Pick by applicant \_\_\_\_\_

Mail or Fax (4.00) (circle one) Fax: \_\_\_\_\_

Applicant's property interest:  Own  Lease  In Escrow  Other

Project location: \_\_\_\_\_ APN \_\_\_\_\_

Property size: \_\_\_\_\_ Building(s) size: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Please describe your proposed project in detail below, and include information regarding the type of development surrounding your property, what is on the property now, a list of specific questions you want answered, and any other information which will help us understand how the site is suited for your proposed project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• **Deposit amount required \$** \_\_\_\_\_

• **Required Plans**

Site Plan: You must have four(4), folded to 8 1/2" x 11", copies of a site plan showing property lines, existing and proposed structures, parking areas, landscape areas and adjacent streets. This plan can be hand drawn, but must be scaled, indicating lot size, building dimensions and setbacks. Planning, Building, Land Development (Engineering), and Fire will review the plans and provide preliminary comments.

• **Recommended Plans**

City staff will be able to provide you with more detailed comments if you provide us with additional details such as building elevations, landscape plans, floor plans and grading plans.

1. Written comments will be available for pick-up at the Development Services Department front counter approximately three weeks after your submittal. Depending upon the complexity of your proposal, additional time may be required. You will be contacted if the expected completion date cannot be met.
2. Based upon written comments, if you wish to meet staff to clarify information given or issues that have been raised, contact the Project Manager to schedule a meeting.