This is a voluntary, fee-based service that is intended to provide information and initial feedback on a conceptual project prior to formal application submittal. Staff will circulate the application and plans to city departments for review. Upon completion of the review (est. 14 days), staff will schedule a meeting with the applicant. A written summary of comments will be provided to confirm the project’s consistency with city policies and regulations.

SECTION I – CONTACT INFORMATION

Applicant’s Name:

Mailing Address:

City: _____________ State: ______ Zip Code: _____________

Phone: _____________ Email: __________________________

Representative’s/Architect’s Name: 

Phone: _____________ Email: __________________________

SECTION 2 – PROPOSED PROJECT DETAILS

Project Location:

Assessor’s Parcel Number (APN): _______ - _______ - _______ Current Use: _______

Brief Description of Project:

List specific questions you would like answered (use additional sheets if necessary):

SECTION 3 – SUPPLEMENTAL REQUIREMENTS

☐ Site Plan: Provide a site plan drawn to scale of the proposed project delineating the lot, the location and square footage of proposed and existing structures, setback dimensions, street name frontage, parking circulation, driveway, landscaped areas, etc. Include location address, APN, north arrow and a brief project description.
   ► Provide 10 copies of plans (11”x17” or 24”x36”) and an electronic copy (pdf) of all plans.

☐ Project Description: Describe conceptual project, the prior use of site, include information on operating characteristics, describe any proposed public improvements, existing city services on site, proposed signage, fireflow information, etc. Include specific issues or questions you would like staff to address. The more information you provide, the better staff can provide comments and recommendations.

   Photos, floor plans, building elevations, and landscape plans are not required, but encouraged.

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