



City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

PRELIMINARY DEVELOPMENT REVIEW APPLICATION

Application Fee: \$2,820 (50% credited against future fees if project is formally submitted)* plus costs as applicable

Submit application with appropriate fee. Check is payable to the "City of Loma Linda". If you prefer to pay by credit card, staff will collect payment after submittal. Please note, Development Impact, School District, Sewer Capacity, and Building Permit Fees are separate from the planning application fee.

FOR OFFICE USE ONLY

Date Filed: _____ **Project Case #:** _____

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. Comments provided are subject to change upon submittal of official land use application.

SECTION 1 – APPLICANT INFORMATION

Applicant/Primary Contact (Name): _____

Address: _____ City: _____ State & Zip: _____

Phone: _____ Email: _____

Representative/Architect (Name): _____

Address: _____ City: _____ State & Zip: _____

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(s), parking circulation and calculation table, show driveway(s), landscaped areas, etc. Include location information, APN, north arrow and a scope of work. Submit 5 copies hard copies of the site plan (24"x36") and an electronic copy (pdf). *Submittal of photos, floor plans, elevations, preliminary grading, and landscape plans are not required, but strongly encouraged.

Letter of Intent: Describe the conceptual project and explain the future operating characteristics, 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.
