

Request for Pre-Application

Zoning Code, Sec. 502.03

Preliminary Review Process

- A. **Purpose.** The purpose of the Preliminary Review is intended to acquaint the prospective applicant or applicant's representative(s) with the requirements of this Code, the General Plan and other relevant city policies and regulations. Preliminary Review is intended to be informative and identify potential issues.
- B. **Applicability.**
1. Preliminary Review may be requested by a prospective applicant or applicant's representative for any proposal.
 2. Preliminary Review is required for:
 - a. Conditional Use Permits;
 - b. Major and Minor Development Review Permits;
 - c. Home-based businesses in the MU-H District;
 - d. Planned Area Developments;
 - e. General Plan Amendments;
 - f. Zoning Map and Text Amendments;
 - g. Proposed Subdivisions;
 - h. Any project on a site that is not currently providing sanitary sewer service;
 - i. Projects proposing 10 or more residential units; and
 - j. Projects proposing over 5,000 square feet of new non-residential space.
 3. Preliminary Review is not required for individual single-unit dwelling applications or applications regarding individual structures that are accessory to a single-unit dwelling, unless the project is on a site which does not receive sanitary sewer service (see subparagraph (2) above).
- C. **Requirements.** Applications for Preliminary Review under this Code shall be submitted to the Development Services Department, in accordance with the format and upon such forms as established by the Director.

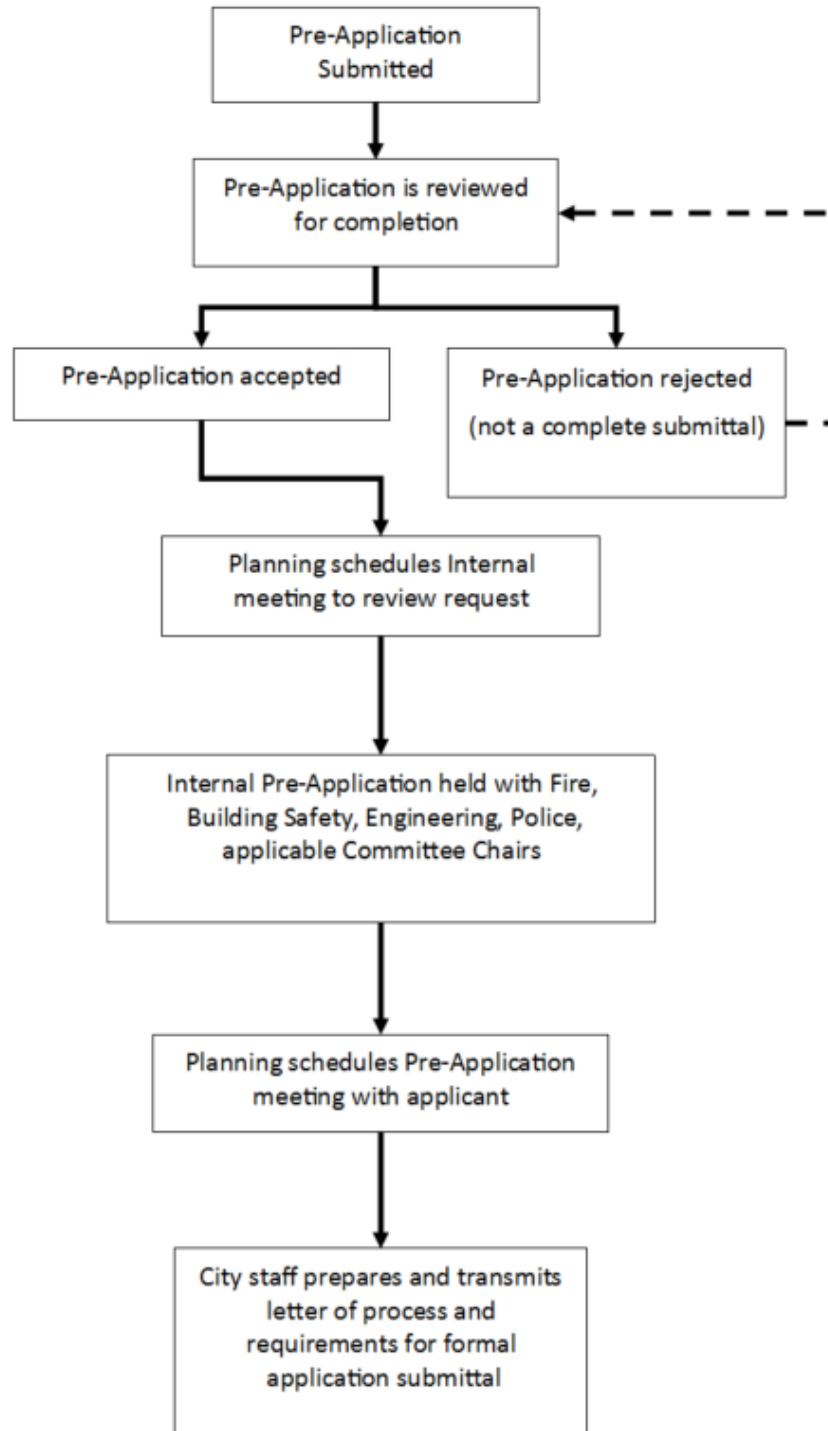
- D. **Preliminary Review Conference.** Upon a Preliminary Review request being filed, staff will notify the applicant or applicant's representative of a Preliminary Review conference which shall take place within 30 business days of the Preliminary Review application being filed and be held at the Development Services Department by appointment. After reviewing the information provided from the applicant, staff from the reviewing City departments and divisions will prepare comments. Staff will review the comments with the applicant or applicant's representative at the Preliminary Review conference and provide information on Code requirements, procedures, and other relevant City policies and regulations. If the City is unable to comply with these time frames, notification will be made to the applicant and proceed as soon as practicable.
- E. **Recommendations are Advisory.** Neither the Preliminary Review conference nor the provision of information and/or pertinent policies shall be construed as a recommendation for approval or denial of the application by City representatives. Any recommendations that result from Preliminary Review are considered advisory only and shall not be binding on either the applicant or the City.

Submittal Review Turn Around Time Frames

Timeframes exclude all holidays, weekends and during the period where the applicant is revising plans. The listed timeframes are not all-inclusive and are subject to change. These timeframes are for plan review only and do not apply to submittals that require public notification outreach and approval through the Planning and Zoning Commission.

Application Type	First Review (business days)	Subsequent Reviews (business days)
Pre-Application	15	N/A

PRE-APPLICATION PROCESS FLOW CHART



REQUEST FOR PRE-APPLICATION CONFERENCE

Project Name: _____

SECTION I: APPLICANT & PRIMARY CONTACT INFORMATION

Applicant Name: _____

Affiliation with the Project: _____

Mailing Address: _____

Phone: _____ Fax: _____

Primary Contact Name: _____

Affiliation with project: _____ Project Name: _____

Phone: _____

Email: _____

SECTION II: PROPERTY INFORMATION

Name of Property Owner: _____

Mailing Address: _____

Phone: _____

Address of Subject Property: _____

General Location and Assessor's Parcel Number: _____

Existing Zoning: _____

Description of proposal or proposed land use: _____

SECTION III: SUBMITTAL REQUIREMENTS

Applicant
Checklist

- Project narrative (scope of work proposed)
- Please provide two (2) 24” x 36” copies of a “Sketch Plan” including the following information:
 - Proposed building with dimension
 - Access points
 - Parking area
 - Retention area
 - Landscape area
 - Location of all public arterial and collector streets
 - Acreage and land uses of all parcels
 - Table of land use data including: gross and net acres; percent of open space, parking, and tentative lot sizes (if applicable)
 - Location/vicinity map and north arrow
 - F.E.M.A. information (if applicable).
 - Tentative proposals regarding water supply, sewage disposal and surface drainage
- Fees:** \$300.00

I have read this Request for a Pre-Application Conference Application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete. I also understand that it may take up to three weeks to receive a response to this application and possibly up to four weeks before a meeting is scheduled.

Signature of Applicant Print Name Date

Signature of Property Owner Print Name Date

***If more than one owner, attach additional sheet with names, addresses and signatures**