



APPLICATION FOR PRELIMINARY REVIEW

Planning Division

Effective: June 8, 2007
Revised: August 6, 2007

What is a Preliminary Review application?

A Preliminary Review application includes a conceptual site plan, a brief project description, and any proposed architecture for review by City staff. This provides an opportunity for applicants to present their projects on a fairly basic level in order to minimize up-front design costs. There is no fee for this process, and it is encouraged for any type of development application (i.e. requests to amend the General Plan, rezone property, modify an existing project, building of new structures, etc.).

Overview of City Process (approximate two-week processing time)

City staff accepts preliminary review applications at any time. Applications are submitted to the Community Development Department (Planning Division), and those submitted by Friday morning are reviewed by the Planning Division on Monday morning. The application is then scheduled for review by each of the City departments the following Wednesday afternoon. Staff then compiles a list of comments on the project and includes them in a letter to the applicant. This results in the applicant obtaining the comments within approximately two weeks from the time the application was submitted.

Information Required for a Complete Application Submittal

- Application
- Property Owner Signature
- Site Plan
- Floor Plan (if available)
- Building Elevations (if available)
- Written Narrative

A total of ten (10) copies of the following exhibits are required to accompany the application materials. The more complete the application is, the more promptly it can be processed and the more detailed comments can be generated.

A site plan or other exhibit that clearly shows in a graphic manner what is intended is required. The site plan should be drawn accurately and to scale. The Planning Division can advise you on how to prepare such an exhibit. It is important to show the dimensions of the property, the existing structure(s), the existing and proposed parking spaces, type of property line fencing, proposed new construction, and any other aspects of the site that are relevant to the application.

A floor plan and building elevations, drawn to scale, should be submitted. These exhibits should clearly show all building dimensions, all interior walls, doors, windows, materials, heights, etc.

A written narrative is also required to accompany the application. You should clearly describe all relevant details of the proposed use (days and hours of operation, number of employees, where parking will be located, where employees will park, etc).



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THE APPLICATION PROCESS

Please allow approximately two weeks to complete the approval process.

Step 1- Application Submitted

The applicant desiring to proceed with the Preliminary Review process should submit a complete application including all of the information required for a complete application submittal shown on this handout. Supplemental information may be required upon review of the submitted application if deemed necessary by the City based on the proposed project. The application should be submitted to the City's Planning Division at 118 Oak Street, between the hours of 8:00 AM to 5:00 PM, Monday through Friday. A planner will be available to review your application submittal for completeness or answer any questions about the process during these hours.

Step 2 – Staff Review Board Meeting

When your application is submitted, a planner will be assigned to the case to review your application. It will be checked for conformity to the General Plan and zoning classifications of the property, and will be scheduled for the next Staff Review Board agenda. The Staff Review Board consists of standing-members from each City department to review new projects. A detailed discussion of the project and any potential issues will be discussed by the Staff Review Board and noted by the project planner.

Step 3 – Letter Mailed to Applicant

The project planner will generate a letter that includes each of the comments provided by the various City departments, as a result of the Staff Review Board meeting. The letter will be mailed to the applicant within two weeks of submittal in order to provide a timely response.