

Pre-application Meeting

PURPOSE

A pre-application meeting provides the applicant with a structured and documented review of a preliminary development plan by the appropriate City Departments and, where necessary, review by outside agencies prior to the submission of a formal development application.

A pre-application meeting with staff is required for discretionary projects such as Design Review, Use Permits, and Subdivisions. They serve as an early means of determining a project's conformity with essential City land development policies and standards, or identification of development issues specific to the project.

This early consultation can facilitate the final project plans and help move the project more quickly through the formal application process.

A pre-application meeting enables a more substantive, comprehensive, and documented preliminary review of a land development proposal than can be achieved by an inquiry at the front counter or with an individual planner.

RESULT

A pre-application meeting results in getting advice and information from staff regarding such things as:

- Projects conformity with City General Plan policies and development standards,
- The identification of potential environmental issues and the need for supplemental information to complete an environmental impact analysis of the project,
- Disclosures of major development issues and requirements, and include comments of all reviewing City Departments and outside agencies.

If a project proposal does not comply with City General Plan policy or development standards, where appropriate, staff may suggest modifications to

the development plans to bring the project into conformance. However, it is not the intent of the pre-application process to design or redesign a project.

FEE

A pre-application meeting fee as established by the City Council is required. This fee will be credited toward the formal application fee if a complete application is submitted within 90 days of the pre-application letter of response. The fee is approximately 15% of the application fee that pertains to your project.

PREAPPLICATION MATERIAL REQUIREMENTS

By its nature, a pre-application does not require the level detail requested in a formal application. The preliminary plan should include basic information such as parcel size and dimensions, building footprints, abutting right-of-way widths and street improvements, parking, driveways, landscape areas and other site appurtenances, location of utility services, and be drawn to scale.

At a minimum, a pre-application packet submitted to the city should contain the following:

1. Completed application form
2. Pre-application fee. Note: This is a *non-refundable* deposit.
3. A detailed written narrative describing the project.
4. A signed statement indicating the applicant has reviewed the applicable Zoning and or Subdivision regulations and General plan.
5. A written list of specific questions or issues that the applicant seeks clarification of or otherwise needs to address. Include references to code sections where applicable.
6. Preliminary Site Development Plan.

There is not a mandated time line for a pre-application review. Generally, a pre-application review will have a lower priority than a formal application which does have processing deadlines. It is the City's goal to process pre-applications in a 2-4 week timeline.

The product at the completion of the pre-application process is a written summary of the issues pre-application meeting and written responses to the questions submitted by the applicant.

Once a pre-application meeting has occurred, the applicant submits a completed application packet.