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Application for
Preliminary Application Review (PAR)

Preliminary Application Review helps applicants design projects in conformance with City plans and policies. It gives applicants an opportunity to ask specific questions about their project, and the Planning Department staff an opportunity to identify issues and potential conditions of approval. It provides applicants with comments and/or direction to reduce the time and money spent revising plans to meet City standards before a land use application is submitted for formal review. In most instances, the average time to process the necessary entitlement(s) associated with the project is reduced by a Preliminary Application Review.

The depth and accuracy of the City's comments depend on the extent and accuracy of the information provided by the applicant. If the information submitted is not accurate, or if critical details are missing, the City's comments are likely to change as more information is disclosed.

This application provides for only one review of the preliminary plans. Additional fees or a new PAR application may be required if the applicant requests additional review of the plans.

ITEMS TO BE SUBMITTED:

- Application Form
- Application Fee (*see current fee schedule*)
- Site Plan - One (1) 24" x 36" copy showing dimensions of all property lines, easements, setbacks, existing and proposed structures, driveways, adjacent streets, parking, landscape areas.
- Floor Plan – One (1) 24" x 36" copy with all rooms identified and fully dimensioned.
- Building Elevations – One (1) 24" x 36" copy with vertical and horizontal dimensions for all four sides of buildings; show pertinent details such as materials, colors and building features.
- Any other materials relevant for staff to consider (site photos, color renderings, sample colors/materials, etc.)

PROJECT LOCATION:

Provide street address and Assessors Parcel Map (APN) number(s):

RECORD OWNER OF THE PROPERTY:

Name: _____ Phone No: _____

Mailing Address: _____

Fax No: _____ E-mail: _____

APPLICANT INFORMATION (if different than owner):

Name: _____ Phone No: _____

Mailing Address: _____

Fax No: _____ E-mail: _____

Relation to Property Owner: _____

EXISTING USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

SIZE OF SITE/LOT: _____

