



APPLICATION  
Development Review  
**PRE-APPLICATION MEETING**  
Please Type or Print

File No	Quad
Related Files	
<b>DEPARTMENT USE ONLY</b>	

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G E N E R A L  I N F O	LOCATION OF PROJECT (ADDRESS)	ASSESSOR'S PARCEL NUMBER(S)	ZONING		
	NAME OF PROPOSED PROJECT		GENERAL PLAN DESIGNATION		
	APPLICANT NAME	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX		
	APPLICANT ADDRESS	CITY	STATE	ZIP	EMAIL ADDRESS
	APPLICANT REPRESENTATIVE	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX		
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE	ZIP	EMAIL
	ARCHITECT OR DESIGNER NAME	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX		
	ENGINEER OR DESIGNER ADDRESS	CITY	STATE	ZIP	EMAIL
	PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> BUSINESS <input type="checkbox"/> FAX		
	PROPERTY OWNER ADDRESS	CITY	STATE	ZIP	EMAIL

P R O J E C T  I N F O	<b>PROJECT /BUSINESS DESCRIPTION – DESCRIBE IN DETAIL YOUR PROPOSED SUBDIVISION. ATTACH A SEPARATE SHEET IF NECESSARY</b>		
	EXISTING USE	PROPOSED USE:	SIZE OF PARCEL _____ SQ FT or _____ ACRES
	<b>SUBMITTAL INFORMATION – THESE ITEMS MUST BE SUBMITTED FOR A COMPLETE APPLICATION UNLESS INITIALED BY A SUPERVISING PLANNER</b>		
10 Copies (or 1 electronic copy) of <b>Site Plan</b> showing all dimensions. Plans must be either reduced to 11 X 17 or smaller or folded to 8 ½ X 14			
10 Copies (or 1 electronic copy) of <b>Existing and Proposed Elevations</b> (photos for existing will suffice). Plans must be reduced to 11 X 17 or smaller or folded to 8 ½ X 14			
10 Copies (or 1 electronic copy) of <b>Design Concept Narrative</b>			
<b>Vicinity Map</b> with north arrows or <b>Aerial photo of the vicinity</b>			

D E P T	APPLICATION	RECEIVED BY	DATE		
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# **PLANNING & ECONOMIC DEVELOPMENT PRE-APPLICATION MEETINGS**

## **WHEN**

**Tuesdays  
10am - 12pm**

## **WHERE**

**City Hall  
100 Santa Rosa Avenue**

**Planning & Economic Development Library: Room 3**

## **UNDERSTAND:**

- **Land-use + Zoning**
- **Building Permits**
- **Fire Safety Requirements**
- **Engineering + Traffic Needs**
- **Water + Wastewater Connections**

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## **MEET WITH**

**Planning  
Building  
Fire  
Public Works  
Engineering  
Water + Waste Water  
Economic Development**

## **DISCUSS**

**Project Goals  
Permitting Process  
Issues + Concerns  
Environmental Review**

## **CONTACT**

**Bill Rose  
Supervising Planner  
Planning &  
Economic Development  
wrose@srcity.org**

**Clare Hartman  
Deputy Director  
Planning &  
Economic Development  
chartman@srcity.org**

## **COST**

**No Charge**

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## WHAT TO EXPECT

The purpose of the Pre-Application Meeting is to offer applicants an interdepartmental staff review of preliminary or conceptual design applications. These meetings are intended to provide a better understanding of the City's permitting process and, through early consultation, troubleshoot project issues for potentially complex development proposals. Planning application fee estimates can also be provided to applicants, based on the submitted project description. Building permit fees, Development Impact Fees, and Water + Wastewater fees are not included. The Deputy Director of Planning and/or the Supervising Planner of Current Planning serves as the lead for facilitating the Pre-Application Meeting. Additional discussions after the Pre-Application Meeting may involve all or a select number of staff to support progress toward submitting a complete application.

## PRE-APPLICATION SUBMITTAL REQUIREMENTS

[A completed application must be submitted](#). Submittal materials include, at a minimum, the following items:

- Conceptual Site Plan
- Existing Elevations and Proposed Conceptual Elevation Drawings
- Design Concept Narrative (brief project description)
- Vicinity Map or Aerial Photo of the Vicinity
- Additional information when warranted, such as landscaping plans, colors and material selections, anticipated water and waste water usage, etc.
- Plans are to be submitted to Bill Rose, Supervising Planner, email: [wrose@srcity.org](mailto:wrose@srcity.org). Plans need to be reduced to 11 x 17 paper size. For efficient processing: electronic (email) submittal is recommended, with a file size not to exceed 20 MB.
- Electronic submittal alternative: completed applications can be submitted in person between 8:30AM and 2:00PM, Monday through Thursday at: 100 Santa Rosa, Room 3

## SCHEDULE

Pre-Application Meetings are held Tuesdays at City Hall in the Planning & Economic Development Library, Room 3 from 10AM-12PM. Meetings are scheduled approximately 7-14 days after your pre-application submittal and generally last one hour. You'll receive email confirmation for the time and date of your pre-application meeting following the submittal of your completed application.

## FEES

Pre-application meetings are currently available at no additional cost to the applicant. Comments received at this meeting are informal and not binding. Pre-application meetings are not considered a public meeting and/or hearing; the City takes no formal action.