



APPLICATION
Development Review
PRE-APPLICATION MEETING
Please Type or Print

File No	Quad
Related Files	
DEPARTMENT USE ONLY	

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GENERAL INFORMATION	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 ADDRESS
	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
	ARCHITECT OR DESIGNER ADDRESS	CITY STATE ZIP	EMAIL ADDRESS
	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 ADDRESS

PROJECT INFORMATION	PROJECT /BUSINESS DESCRIPTION – DESCRIBE IN DETAIL YOUR PROPOSED SUBDIVISION. ATTACH A SEPARATE SHEET IF NECESSARY		
	EXISTING USE	PROPOSED USE:	SIZE OF PARCEL _____SQ FT or _____ ACRES
	SUBMITTAL INFORMATION – THESE ITEMS MUST BE SUBMITTED ELECTRONICALLY FOR A COMPLETE APPLICATION UNLESS INITIALED BY A SUPERVISING PLANNER		
1 electronic copy of Site Plan showing all dimensions.			
1 electronic copy of Existing and Proposed Elevations (photos for existing will suffice).			
1 electronic copy of Design Concept Narrative .			
Vicinity Map with north arrows or Aerial photo of the vicinity .			

DEPT	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 and 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
wrose@srcity.org

Clare Hartman
Deputy Director -
Planning
chartman@srcity.org

COST

No Charge

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 Community Development 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.

PROJECT DESIGN CONSIDERATIONS

All projects must be consistent with the policies of the General Plan, and the standards and requirements of the Zoning Code.

The General Plan is available online at: <http://srcity.org/392/General-Plan>

The Zoning Code is available online at: <http://srcity.org/481/Zoning-Information>

When designing a project, applicants are encouraged to review the City's Design Guidelines for superior design, available online at: <http://srcity.org/368/Design-Guidelines>

Applicants are encouraged to review and incorporate storm water best management practices at the initial design stages to avoid necessary design revisions during the permitting process. The Storm Water Determination Worksheet is available online at the following link: <http://srcity.org/DocumentCenter/Home/View/15240>

Other storm water resources are available online at:

<http://srcity.org/1255/Low-Impact-Development>

The City encourages environmentally sustainable projects consistent with the City's Climate Action Plan that are energy efficient, minimize greenhouse gas emissions, and provide other community benefits. Applicants should review the recommended measures in the Climate Action Plan Environmental Checklist when conceptualizing the design and operating features of a project. The Environmental Checklist is available online at:

<http://srcity.org/DocumentCenter/View/15774>

The Climate Action Plan text is available online at:

<http://srcity.org/DocumentCenter/View/2998>

PRE-APPLICATION SUBMITTAL REQUIREMENTS

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

- Conceptual Floor Plans
- 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.
- Reduce plans to 11" x 17".
- **Materials must be submitted electronically** to Bill Rose, Supervising Planner, wrose@srcity.org with a maximum file size of 20 MB.

SCHEDULE

Pre-Application Meetings are held Tuesdays at City Hall in the Community Development Library, Room 3 from 10AM-12PM. Pre-application 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.