

CITY OF CHOWCHILLA PLANNING DIVISION DEVELOPMENT PRE-APPLICATION

130 S. Second Street Chowchilla, CA 93610 (559) 665-8615

For Office Use Only

Tor office ese only			
RECEIPT NO.	APP NO.	TOTAL FEE	
CHECK NO.	DATE	RECEIVED BY	
ACCOUNT NO.			

Name of Property Owner	Address/City/State/Zip Co	ode Phone	
E-mail			
Name of Applicant	Address/City/State/Zip Co	ode Phone	
E-mail			
Project Street Address or Location of Pro	operty		
Assessor's Parcel Number(s)	Existing Zoning	Existing General Plan Designation	
Detailed Description of Proposed Project	t:		
APPLICANT SIGNATURE (Req.)	PROPERTY OWNER SIGNATURE (Req.)	DATE	
*NOTE: If the property owner(s) is an LLC or a corporation, we require documentation that shows the person(s) who is signing the application is authorized to sign for the LLC or corporation.			
GENERAL INFORMATION ABOUT PRE-A	PPLICATIONS		

Pre-applications are designed for all types of development applications to get the initial reaction of the city staff regarding a particular project. We encourage all applicants to begin a project with a pre-application. It involves minimal costs and time and often, in fact, saves time and money in the long run if an applicant can plan the project according to projected requirements rather than be required to change a project in mid-stream. This will make the public hearing and construction approval much smoother for all concerned. The staff will review a preliminary set of plans or concepts and suggest revisions if necessary. After a pre-application is reviewed, an official application must be submitted by the applicant to continue the decision-making process. Final decisions on discretionary applications must be made by the Planning Commission and/or City Council.

MATERIALS TO SUBMIT			
One copy of drawings, sketches, photos and/or a written description of the item(s) for review should be submitted along with the application. Any other pertinent information that will assist staff in reviewing your proposal should also be submitted. It is not necessary to prepare architectural/engineering quality drawings for a pre-application. However, sketches or a written description must be detailed enough to allow efficient review by staff.			
PRE-APPLICATION REVIEW COMMENTS			
A pre-application may be submitted at any time. Pre-applications are usually reviewed within two weeks of application. The applicant will receive a phone call from the Project Planner notifying you of when your project will be reviewed. The applicant is encouraged to attend the meeting, but if you are unable to, the Project Planner will phone you as soon as possible after the meeting to review staff comments. After receiving staff comments, it is up to the applicant to file an official development application to proceed with the project.			
CREDIT FOR FEE			
A pre-application review charge will be assessed on any request to consider a particular piece of property for development activity. This charge will be <u>credited</u> against any development application deposit subsequently received from the applicant for the subject project.			
FOR OFFICE USE ONLY TYPE OF PROJECT FOR REVIEW (Check Appropriate Box)			
Administrative Use Permit Annexation/Pre-zoning Appeal Request Conditional Use Permit General Plan/Specific Plan Amendment Minor Subdivision (Parcel Map, Lot Split, Lot Line Adjustment, Lot Merger) Planned Unit Development	 Site Plan Review ☐ Tentative Subdivision Map ☐ Variance/Minor Deviation ☐ Zone Map Change From to ☐ Zone Text Amendment ☐ Zoning Verification Letter ☐ Other 		

Proposed Use(s) - Describe Below

Other: _____

Streets and Access

Landscaping Plans

Trash Collection Options

Signs

Fencing

Additional Comments/Descriptions:

ITEMS FOR REVIEW (Check Appropriate Box)

☐ Site Plan

Zoning

Density

Elevation Plans

On-Site Circulation

☐ Sewer/Water Availability

Public Improvement
Parking Layout and Ratios