



## **Department of Planning and Community Development**

### **GUIDE TO FILING A PRE-APPLICATION REVIEW**

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Prior to submitting a formal development application (i.e. SPR, CUP etc.), an applicant may request an informal Pre-Application Review of preliminary development plans by the Planning and Community Development Department and the Architectural Review Panel. Such plans may include:

1. A dimensioned and scaled Site Plan showing:
  - ❖ The immediate vicinity, showing the adjoining parcels and their land use.
  - ❖ Existing topographic contours with cut and fill volumes and locations.
  - ❖ Building footprint, planted and paved areas, and setbacks all accurately dimensioned.
  - ❖ Existing on-site trees (including oak trees) and fences/walls.
2. Building elevations showing all four sides of all buildings to scale with dimensions and without any planting;
3. For hillside properties, cross-sections to scale of the entire lot, including buildings and streets;
4. Site photographs from all four directions, taken from the property boundaries, facing into the property;
5. Conceptual landscape plans;
6. Additional materials as required by the Director;
7. A written project description;
8. Completed Planning Application Form;
9. Applicable Deposit (any unused portion of the deposit will be refunded);
10. 5 copies of plans.