Request for Pre-Application Review

CITY OF COLTON - Development Services Department

Purpose: Pre-Application Review Meeting provides a prospective applicant for land use entitlements with feedback from the various City departments on conceptual plans, prior to the submittal of a formal application with detailed plans, consistent with the duties of the Design Review Committee (DRC) stated on CMC Section 18.58.030B.5. The Pre-Application Review Meeting is optional and purely informational. No action will be taken on the request.

Process: Upon submittal of a Request for Pre-Application Review Meeting with fee, the request is scheduled as an informational item at a meeting of the Design Review Committee (DRC) held within four to six weeks of the submittal date.

Submittal Requirements: The items listed on the Development Application Packet (DAP) checklist are not required at this time but may be necessary to provide adequate feedback depending on the project type. The following three items are required, at a minimum, for all Requests for Pre-Application Review.

- ☐ **Eight (8) sets of plans.** Eight (8) copies, folded to 8-1/2" x 11" size. 24" x 36" size is preferred. Must include separate 'existing site plan' and 'proposed site plan' (may be combined if no/minimal changes to site are proposed) and other optional plans listed below if applicable.
- ☐ **One (1) set of reduced plans.** Reduced to 8-1/2" by 11" size paper, if sets are on larger sheets.
- ☐ **Fee deposit.** Minimum deposit of $ _____ (based on $70 per ½ hour staff time) estimated by staff but not less than **$350** (except projects less than 5 acres may deposit no less than **$210**).

The following additional optional items are necessary to assist in the review, if appropriate for the proposal:

- ☐ **Operations statement.** Description of proposed operation (hours of operation, number of employee/occupants/students (per shift), duration for temporary/seasonal uses, timeline for phasing, etc.)
- ☐ **Tenant list/ parking analysis.** *For sites with multiple tenants/uses with shared parking.*
- ☐ **Floor Plan, Roof Plan, Elevations.** Existing and/or Proposed. Eight (8) copies included in set.
- ☐ **Preliminary Grading, Fencing, Landscaping, Lighting Plan.** Eight (8) copies included in set.
- ☐ **Colored elevation.** Two (2) colored copies of elevation sheets, sized 11" x 17".
- ☐ _____
- ☐ _____

_____ _____
Property Address (if none, provide APN) Existing (Previous) Business/Use at Site

Description of Proposal (attach additional information, as needed):_____

Contact Information

_____ _____ (_____)_____
Print Contact Name Title (if company) Phone Number

_____ _____ (_____)_____
Company Name FAX Number

_____ _____
Mailing Address City, State Zip Code E-mail Address

By signing below, I hereby acknowledge that I understand that the Pre-Application Review Meeting does not relieve me or an applicant for the proposal from submitting formal applications to the City with more detailed information, and that the City reserves the right to ask for additional information necessary to make a decision.

_____ _____
Signature Date

City of Colton Development Services Department, 659 N. La Cadena Drive (Civic Center Annex across from City Hall), Colton, CA 92324, Open: 8:00 a.m. to 4:00 p.m., Monday through Thursday; (909) 370-5079; planning@ci.colton.ca.us