

WHAT IS A PRELIMINARY APPLICATION REVIEW?

Preliminary Application Review helps applicants design projects in conformance with City plans and policies. It gives applicants an opportunity to ask specific questions about their project, and the Planning Department staff an opportunity to identify issues and potential conditions of approval. It provides applicants with comments and/or direction to reduce the time and money spent revising plans to meet City standards before a land use application is submitted for formal review. In most instances, the average time to process the necessary entitlement(s) associated with the project is reduced by a Preliminary Application Review.

The depth and accuracy of the City's comments depend on the extent and accuracy of the information provided by the applicant. If the information submitted is not accurate, or if critical details are missing, the City's comments are likely to change as more information is disclosed.

This application provides for only one review of the preliminary plans. Additional fees or a new PAR application may be required if the applicant requests additional review of the plans. ***Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH LETTERED ITEM SHALL BE A SEPARATE .PDF FILE.***

RECOMMENDED ITEMS TO BE SUBMITTED:

- Completed Application for Preliminary Application Review
- Application Fee (see current fee schedule)
- Completed applications for requested entitlements
- Site Plan - A digital copy showing dimensions of all property lines, easements, setbacks, existing and proposed structures, driveways, adjacent streets, parking, landscape areas.
- Floor Plan - A digital copy with all rooms identified and fully dimensioned.
- Building Elevations - A digital copy with vertical and horizontal dimensions for all four sides of buildings; show pertinent details such as materials, colors and building features.
- Completed Initial Study Part I
- Any other materials relevant for staff to consider (site photos, photo simulations, color renderings, sample colors/materials, business plan, etc.)



Preliminary Application Review (PAR)

Project and Land Use Data

Property Address: _____

Assessor's Parcel Number: _____

Zoning Classification: _____

Surrounding Zones of Subject Property

North: _____ South: _____ East: _____ West: _____

Lot Area-per Parcel (S.F./Acres): _____

Building (footprint) Square Footage: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Record Owner of the property

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Is this application being filed by the Record Owner? (If filed by anyone other than the Record Owner, written authorization signed by the Owner must be attached to the application.)

Representative authorized by the Record Owner to file this application

Name: _____ Phone No: _____

Mailing Address: _____

Date of Purchase: _____ Fax No: _____

E-mail: _____

Describe the development proposal:

Specific questions for Planning Staff regarding the proposal;



Property Owners Statement

We, the undersigned, state that we are the owners of all of the property involved in this petition (Attach a supplemental sheet if necessary):

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.

I, _____, being duly sworn, depose and say that I am the petitioner in this application for a Preliminary Application Review, and I hereby certify under penalty of law that the foregoing statements and all statements, maps, plans, drawings and other data made a part of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: _____
(If signed by other than the Record Owner, written authorization must be attached to this application)

On _____ before me, _____,
Personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Notary Public

(seal)

FOR DEPARTMENT USE ONLY

CASE NO.: _____
DATE FILLED: _____
FILING FEE: _____
RECEIPT NO.: _____
APPLICATION COMPLETE? _____