

PRE-APPLICATION
MEETING REQUEST
No. _____
Processing Fee: \$ 753.77



Date Filed: _____

Received By: _____

**CITY OF EL CENTRO
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION
APPLICATION FOR SITE PLAN REVIEW/PRE-APPLICATION MEETING**

Application is hereby made to the City of El Centro, County of Imperial, State of California, for a Site Plan Review as set forth under Section 29-306 of the Zoning Ordinance, of Chapter 29 of the City Code of the City of El Centro, California, as amended, and for Pre-Application Meeting.

APPLICANT:

Name _____ Telephone No. (_____) _____

Mailing Address _____

Email Address _____

Name of Property Owner(s) (if different from above) _____

Mailing Address _____

Email Address _____ Telephone No. (_____) _____

Financial Institution/Bank, providing funding for the project (if known) _____

Mailing Address _____ Telephone No. (_____) _____

Applicant is the: (check one)

Owner

Purchaser under contract (provide proof)

*Lessee, acting with written approval of the Owner
(five (5) year minimum).

*Agent, acting with written approval of the Owner
of the property described hereinbelow.

Other _____

*Submit written approval with application.

DESCRIPTION OF PROJECT SITE:

Legal _____
Lot Block Subdivision

Assessor's Parcel No. _____

Project Site/Location/Size _____

PROJECT INFORMATION:

Type of Project:

- Residential
- Commercial
- Industrial
- Other

DESCRIPTION OF PROPOSED PROJECT:

REQUIRED ATTACHMENTS:

1. A minimum of three (3) folded copies of the preliminary site plan/development plan must be submitted with this application prepared by a design professional.

SIGNATURE:

I certify that I am the signer of the within application and have read the foregoing and certify that the contents herein are true and correct to the best of my knowledge and belief.

Date

Applicant Signature

Print Name

*Note: Please submit Site Plan Review/Pre-Application Meeting Application with the required attachments and the appropriate filing fees. Checks are to be made payable to "City of El Centro" and submitted to the Department of Planning & Zoning at City Hall, 1275 W. Main Street, El Centro, California 92243. **Incomplete applications will not be accepted.***

If you need assistance completing the applications, please contact the Department of Planning & Zoning on weekdays, from 8:00a.m. to 5:00p.m., at (760)337-4545



SITE PLAN REQUIREMENTS

A site plan of the proposed use shall be submitted with this application, shall be drawn to scale, and shall indicate clearly, with full dimensioning, the following information:

- Lot dimensions. Property lines and location of easements
- Property information. Street address, APN, existing use, proposed use, and zoning
- All buildings and structures. Location, size, height, proposed use, location of doors
- Floorplans, if required, showing interior dimensions of rooms, doorways, room uses, and equipment
- Required setback lines, yards, and space between buildings
- Utilities. Location and size/capacity
- Walls, fences, and landscaping. Location, height and materials
- Off-street parking. Location, number of spaces and/or dimensions of parking area, arrangement of spaces, internal circulation pattern
- Access. Pedestrian, vehicular, service; points of ingress and egress
- Loading. Location, dimensions, number of spaces, internal circulation
- Lighting. Location and general nature, hooding devices
- Street dedications and improvements, where required
- Outdoor storage and activities, where permitted in the zone. Type, location, height of screening devices
- Drainage and grading improvements where required
- Waste disposal and storage areas
- Other data as may be needed to permit the required findings to be made