

PRE-APPLICATION
MEETING REQUEST
No. _____
Processing Fee: \$ 776.38



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