City of Fullerton
Community Development Department

Preliminary Review

PLEASE READ THE FOLLOWING EXPLANATION PERTAINING TO THE SCOPE AND PURPOSE OF PRELIMINARY REVIEW. PLEASE SIGN BELOW TO ACKNOWLEDGE YOUR UNDERSTANDING OF THE PRELIMINARY REVIEW PROCESS.

The preliminary review process is available to potential applicants to:

(1) Explain the applications, analysis and hearings that will be required to ultimately receive a determination on the request.
(2) Provide a cursory review of preliminary plans.

The preliminary review process <u>does not</u>:

(1) Provide a comprehensive review of the adequacy of the information provided.
(2) Provide a complete review of plans against codes and standards.
(3) Make recommendations as to project conditions of approval or provide an opinion as to feasibility of approval or denial of a project.
(4) Serve as a session to explore design alternatives or planning scenarios.

Following receipt of completed application, fee, and plans as well as internal review, a meeting will be scheduled with the potential applicant and applicable City staff to discuss the outcome of the preliminary review process.

Applicant Acknowledgement: _____ _____
Signature Date

A. REQUIREMENTS

1. Contact Information:

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

2. Project Address _____

3. Non-Refundable Processing Fee ❒ $150
4. Plans 9 sets

B. DESCRIPTION OF REQUEST

Preliminary Review - Drawing Information Checklist

SUBMITTAL REQUIREMENTS FOR PLANS/WORKING DRAWINGS. INCLUDE THE ITEMS CHECK-MARKED BELOW WITH YOUR PRELIMINARY REVIEW APPLICATION:

- ❑ Address of project and vicinity map
- ❑ Name and telephone number of applicant or architect
- ❑ North Arrow, with North at top of page
- ❑ Scale of drawings (site plans should be drawn to 1" = 10', 1" =20', or 1" = 40')
- ❑ All plans must be drawn to scale, in ink or blueprint and be legible
- ❑ All property lines and dimensions
- ❑ Names and widths (to centerline) of all adjacent streets and alleys
- ❑ Required right-of-way dedications, if any, and location of ultimate property lines
- ❑ All existing (to remain) and proposed structures *(include location of any backflow prevention devices)*
  - a. Dimensions b. Use
- ❑ Setbacks, yard areas, distances between buildings (setbacks measured from ultimate property lines if dedication required.)
- ❑ Off-Street parking
  - a. Designate and number open parking, carports, garages
  - b. Dimensions of parking stalls, maneuvering areas, driveways
  - c. Paving materials
  - d. Curbing and wheel stops
- ❑ Loading Areas (commercial and industrial)
  - a. Dimensions b. Screening
- ❑ Trash Enclosures
- ❑ Walls and Fences
  - a. Height b. Materials
- ❑ Landscaped areas and recreation facilities
- ❑ Pedestrian access and circulation
- ❑ Existing trees
- ❑ Topo/Grading Plan of proposed development if:
  - a. Greater than 2 foot elevation difference on site;
  - b. Site elevation exceeds (or will exceed) neighboring property by 3 feet or more; or
  - c. Site located in special flood hazard area
- ❑ Easements on or across the site
- ❑ Location of curb-cuts on neighboring properties and, in commercial and industrial zones, within 300 feet of the property across the street
- ❑ Location of buildings on adjacent properties (sides and rear)
- ❑ Floor Plans
  - a. Dimensions of rooms b. Use of rooms
- ❑ Exterior Elevations of all sides of all buildings
  - a. Height b. Materials

The following information must be provided, either on site plan or separately:

- ❑ Lot area (after required dedications for right-of-way)
- ❑ Number of dwelling units-classify by number of bedrooms per unit (bachelor, 1-bedroom, 2-bedroom) (Dens, libraries, studies, etc. are considered "bedrooms" for this purpose)
- ❑ Number of parking spaces - classify as to open parking, carport, garage
- ❑ Area (sq. ft.) and percentage of lot devoted to open space. (Area other than buildings, driveways, parking)
- ❑ Area (sq. ft.) of each building, and total building area (including carports and garages)
- ❑ Area (sq. ft.) and percentage of lot devoted to driveway and open parking
- ❑ Public Works improvements
  - a. Existing b. Proposed
- ❑ Fire hydrants (including size and type)
- ❑ Usable open space, as defined in the zoning ordinance
- ❑ Other _____
  _____
  _____
  _____

An additional review fee of $_____ will be required for the above noted item(s).