

PRE-APPLICATION REVIEW CHECKLIST

COMMUNITY DEVELOPMENT DEPARTMENT

DATE SUBMITTED:	APPLICANT NAME:
PROJECT NAME:	PROJECT SITE:
CASE NO.:	FEES PAID:

The pre-application review is to provide preliminary comments on a proposed project and inform applicants of the City's development review process as it relates to land use and zoning standards. This is an initial discussion where a Pre-Application meeting is scheduled with the Applicant and the Project Review Committee ("**PRC**"). PRC is composed of city department heads and other agencies depending on the scope of the project. The pre-application meeting helps applicants navigate the development review process and obtain preliminary comments.

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, please contact the Community Development Department at (831) 386-5916.

- Completed *General Application Form*

- All **Required Fees** (Reference the King City Master Fee Schedule).

- Five (5) Copies of a Detailed Project Description**

- Five (5) Copies of Preliminary Site Plan drawn neatly and accurately prepared, that will enable ready identification and recognition of submitted information showing the following:**
 - The location, exterior boundaries, and dimensions of the entire property that is the subject of the application. The scale of the drawing and a north arrow shall be indicated.
 - The locations, dimensions and use of all existing and proposed structures on the property.
 - The locations and dimensions of existing driveways and parking areas, including type of surfacing materials, parking spaces, impervious surfaces.
 - The locations of all existing landscaping, trees and major shrubs, with specific specifications as to any vegetation to be removed or retained.
 - Project Description to include Design, Architectural Style, Colors and Materials of proposed accessory buildings.