

# PRE-APPLICATION REVIEW CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

<b>DATE SUBMITTED:</b>	<b>APPLICANT NAME:</b>
<b>PROJECT NAME:</b>	<b>PROJECT SITE:</b>
<b>CASE NO.:</b>	<b>FEES PAID:</b>

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.