



City of San Buenaventura
Planning Division



**PRE-APPLICATION
APPLICANT'S GUIDE**

The purpose of the Pre-Application process is to provide project applicants with an informal review and feedback of conceptual plans for a proposed development. The Pre-Application process is optional, but is recommended for large or complex development proposals to avoid unanticipated costs or delays during the formal application process.

The City's early review team will meet with the applicant and provide insight as to whether the development concept meets the City's policies and regulations. Staff will identify problems or constraints the development proposal may encounter, as well as conditions of approval that may apply. Staff may offer suggestions on ways to make the proposal more acceptable to the community.

Representatives on the City's early review team include Planning Division Land Development (traffic/transportation planning), Public Works (storm water, sanitation, water and other public utilities), Parks Division (public landscaping and parks), Inspection Services (building construction and fire standards), Economic Development/Revitalization (redevelopment opportunities), and Planning Division (zoning regulations, design review and permit entitlement processes). In addition, a representative of the Planning Commission and Design Review Committee will be present to provide input from these bodies.

The meetings are held on Thursdays, as needed, at 10:00 a.m. at City Hall. Plans must be submitted at least three weeks prior to the scheduled meeting date. Approximately 30 minutes of review time is allocated for each item.

The minimum information required for staff to review the proposal is listed below. Although it is not necessary to include additional information with the Pre-Application submittal, the level of information City staff is able to provide regarding a proposed development is commensurate with the level of detail provided by applicant.

Pre-application Submittal Requirements:

(plans are required to be folded to a size no larger than 8-1/2" x 14" and be in collated sets)

1. **Twenty-Two (22)** full-size copies & one reduced 8-1/2" x 11" copy of the proposed site or plot plan.
2. **Twenty-Two (22)** full-size copies & one reduced 8-1/2" x 11", copy of the proposed floor plans.
3. **Twenty-Two (22)** full-size copies & one reduced 8-1/2" x 11", copy of the proposed building elevations.
4. Other information that may help when reviewing your development proposal.

HOURS: Monday, Tuesday, Wednesday and Friday, 8:00 a.m. to 5:00 p.m.
Thursday 9:00 a.m. to 5:00 p.m.

LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: (805) 654-7894 or (805) 654-7893

MAILING ADDRESS: P.O. Box 99, Ventura, CA 93002-0099



City of San Buenaventura
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PRE-APPLICATION

Project Address and/or Location: _____

Applicant: _____

Address: _____ Phone Number: _____

e-mail: _____ Fax Number: _____

Contact Person: _____
(If different from applicant)

Address: _____ Phone Number: _____

e-mail: _____ Fax Number: _____

Property Owner: _____

Address: _____ Phone Number: _____

e-mail: _____ Fax Number: _____

Project Assessor's Parcel No.: _____

Existing Zoning: _____ Comprehensive Plan Land Use Designation: _____

Size: Acres: _____ or Square Feet: _____

Existing Use: _____

Project Description:

Property Owner's Signature

Date

Applicant's Signature

Date