City of Camarillo
Department of Community Development
PRE-APPLICATION REVIEW FORM

| SUBMITTAL | City of Camarillo
Department of Community Development
601 Carmen Drive
Camarillo, CA 93010
Phone: 805.388.5360
Email: comdevemail@cityofcamarillo.org | STAFF USE | Received By _____
Date Received _____
Project Type   CUP / CPD / IPD / RPD
Modification   Yes / No
Other _____ |

NOTE

The City offers the Pre-Application review service to provide guidance on compliance with Municipal Code and other requirements before a formal application is submitted. There is no fee for this service. It is strongly recommended that a Pre-Application is submitted prior to filing a development application, as it can provide several benefits to the prospective applicant. Receiving Pre-Application advice can help improve the quality of development applications, therefore making the application process smoother and more efficient. It can also alert the applicant to problems with the project before submission and provide comments and recommendations that staff feels are needed to improve the project.

Any advice given by staff for Pre-Application inquiries does not indicate a formal decision. Additionally, not all issues may be known at this stage. It is recommended that contact with all pertinent City departments be performed to request feedback on the project, including the Building and Safety Department (805.388.5395), Public Works Department – Land Development, Traffic, and Stormwater Divisions (805.388.5340), and the Fire Department (805.389.9710).

APPLICANT

APPLICANT _____ Contact Person _____

Email (required) _____

Address _____

City _____ State _____ Zip _____

Phone (8 am – 5 pm) _____ Cell _____

PROPOSAL

Project Address:_____ APN (if no address): _____

General Plan land use designation: _____ Zoning: _____

Size of property: _____

Is the site currently developed?   ☐Yes   ☐No

Existing building sq. ft.: _____ Proposed building addition sq. ft.: _____

Is this a modification to an existing development?   ☐Yes   ☐No

⤷ If yes, does the modification propose changes to:

Parking or loading area	☐Yes	☐No
Landscaping	☐Yes	☐No
Floor plan	☐Yes	☐No
Building exterior	☐Yes	☐No

Brief description of the project (including explanation of all "yes" responses above):

_____
_____
_____
_____

PRE-APPLICATION

CHECKLIST

☐ Letter providing scope of work and information about the proposed project, use, modifications to the site and building, and other pertinent information. (required)

☐ Site Plan (required) - 5 copies (see checklist below)

☐ Floor Plan (if applicable) - 5 copies

☐ Building Elevations (if applicable) – 5 copies

☐ Property Owner's Consent

Note: Submit any additional information that is pertinent to the review. The more information provided, the more comprehensive the response may be.

SITE PLAN CHECKLIST

In order to provide the most productive feedback on a Pre-Application, the following minimum information should be shown on the site plan:

1. Scale, north arrow, legend, applicant information, project title, and project location.

2. Location and dimensions of existing and proposed structures.

3. Dimensioned layout of driveways, parking spaces, and loading spaces.

4. Parking summary indicating number of parking spaces required and spaces provided. Indicate if any parking and loading spaces are being added or removed. Refer to Camarillo Municipal Code Chapter 19.44 and 19.46 for parking and loading requirements.

5. General site information including lot area, building area and lot coverage.

6. Easements on the property.

7. Setbacks of all buildings and parking areas.

8. Location, height, and materials of all walls and accessory structures.

9. Location of existing landscaping. Indicate if the project includes re-landscaping or if landscaping is to be removed, added, or otherwise modified.

10. Utilities, including above-ground utility poles.

11. Right-of-way improvements, including sidewalks and streets adjacent to the property.

NEXT STEPS

After submittal of a Pre-Application, a mark-up of the submitted plans will be returned in approximately two weeks. If there are questions on any of the comments made on the plans, please contact the planner that completed the review. During the Pre-Application stage, we advise you to consult with the other City departments and any applicable County and State agencies that may affect your project. The Community Development Department does not route your Pre-Application submittal to the other departments or agencies.

If after the Pre-Application process you decide to file a formal development application, please be sure that the comments made on the Pre-Application are incorporated into your development plans. Contact the planner that completed the Pre-Application review, as an appointment is required to submit an application.

PROPERTY OWNER CONSENT

I/We, _____, am/are the owner(s) of the subject property and consent to the submittal of this Pre-Application and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property.

_____

Signature   **Name** *(Please print)*   **Date**