



Application Inquiry

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Purpose: The Application Inquiry process provides a prospective applicant for land use entitlements with feedback from the Development Services Department on application requirements, prior to submittal of a formal application with detailed plans. Staff will also identify major issues that may need to be addressed during the processing of the formal application. This process is purely informational and there is **no charge** for Application Inquiry review. Feedback is typically provided via email within 5-7 working days following receipt of the Inquiry.

DO NOT WRITE HERE - FOR OFFICE USE ONLY

Accepted by: _____ Date: _____

Assigned To: _____ Date: _____

Response by _____ Date: _____

Notes: _____

Prospective Applicant Name

Business Name (if a business)

Type of Project - Check one: Commercial

Industrial Residential

Property Address/Location: _____ **Unit No.** _____
(if none, provide APN)

Existing (or Previous) Business/Use at Site, if known

Brief Description of Proposal

Provide a brief description of proposed project. If a business, include the product types, on-site activities or processes, hours of operation and estimated number of employees. Include any accessory (secondary) uses to the main use (attach additional information, as needed):

The following items are recommended. The more complete the information submitted, the more complete and accurate will be the staff response:

- Existing (Demolition/ Topography/ Demo) Plot Plan/Sketch.
- Proposed Plot Plan/Sketch
- Floor plan/ Interior layout
- Tenant list/parking calculations
- Photographs.
- Other _____



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Contact Information

_____	_____	_____
Print Name	Title (if company)	E-mail Address
_____	_____	(____) _____
Company Name		Phone Number
_____	_____	(____) _____
Mailing Address	City, State	Zip Code
		FAX Number

By signing below, I hereby acknowledge that the Application Inquiry process to not relieve me or the applicant for the proposal from submitting an application(s) to the City with more detailed information, with appropriate fee(s), and the City reserves the right to ask for additional information necessary to make a decision.

_____	_____
Signature	Date