



Land Use Services

Pre-Application Development Review Information and Checklist

I. GENERAL INFORMATION

A project applicant has the option to submit a Pre-Application Development Review prior to a formal application submittal. This application allows staff to provide general input and observations regarding a project. A Pre-Application Development review is not a formal submittal and does not lead to any sort of project approval.

II. SUBMITTAL CHECKLIST

- ☐ 1. Letter of Intent. A letter containing a detailed description of the proposed project, including:
 - Objectives and operational characteristics of the proposed project.
 - Business operating days/hours.
 - Square footage of all structures to be built/retained/demolished.
 - What specific input the applicant is looking for, from County staff.

- ☐ 2. Site Plan. At a minimum, the site plan shall show:
 - All streets/roads.
 - Dimensioned property boundaries, as well as any existing/proposed walls or fences.
 - Proposed/existing parking spaces, drive aisles, and driveways.
 - Any protected plants/trees, drainage courses, and other special site features.
 - All existing and proposed structures with labels and dimensions.
 - Dimensioned setbacks of all existing and proposed structures from the closest property line/s.
 - Differentiation between hardscape and landscape areas.

III. PROCEDURE

After submitting a Pre-Application Development Review application, staff will review the materials provided and schedule a meeting with the applicant to discuss the proposal. The plan and letter of intent will be routed to various County Departments. Once all comments are received, a summary report will be provided to the applicant and a follow-up meeting with the applicant may be scheduled.

IV. FEES

No Cost (subject to change)