



CITY OF MURRIETA
Development Services Department
Planning Division
 1 Town Square | Murrieta, CA 92562 | 951-461-6061

Project Pre-Application Information Worksheet (DS-240)

For Planning Office Use Only

Case Number: _____ Date Submitted: _____ Received by: _____

PROJECT INFORMATION

Proposed Application Type:

- GENERAL PLAN AMENDMENT ZONE CHANGE TENTATIVE TRACT MAP DEVELOPMENT PLAN
 CONDITIONAL USE PERMIT TENTATIVE PARCEL MAP OTHER: _____

Project Name: _____

Project Description/Use: _____

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Legal Description (Tract, Lot Number): _____

Property Address/Location: _____

Approximate Gross Acreage/Net Acreage: _____

Current Zoning & GP Designation: _____

Related Cases: _____

APPLICANT/REPRESENTATIVE

Contact Name: _____ E-Mail: _____

Company Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No.: () _____ Fax No.: () _____

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

 SIGNATURE OF OWNER

 DATE

Project Pre-Application Review

You are encouraged to submit a Pre-Application prior to making a formal submittal. The purpose of the Pre-Application review is:

1. Advise a prospective applicant of the current City standards and requirements.
2. Assesses whether a prospective applicant's development proposal is consistent with the current City standards and requirements before an application is actually filed and fees are paid.
3. Shorten the length of time required to process a development proposal once it has been accepted for processing.
4. Encourage development proposal designs that are sensitive to environmental and developmental constraints and that lessen the need for subsequently costly and time consuming redesigns.
5. Identify special studies that will be required.

Department representatives from Planning, Building and Safety, Public Works, Community Services and Fire will review the project documents and attend a meeting with you to provide comments and answer questions. The information provided at this meeting will identify any major issues involving your project. A Pre-Application is not a formal submittal to the City. Please be aware that review of a future formal submittal may include additional issues that were not addressed or because a change of regulations during the Pre-Application process.

Please submit eight (8) copies of 18" x 24" in size folded to 8 ½" x 11" and three (3) 11" x 17" reduced copies of your preliminary plans to the Planning Division with the completed Pre-Application form. Pre-Application meeting times will be scheduled by the assigned planner within a 3 week period after submission of plans and are scheduled on Tuesday afternoons, depending on availability. The more information you are able to provide, the better the City will be able to assist you. If you have any questions, please call the Planning Division at (951) 461-6061.

MINIMUM REQUIRED INFORMATION ON PLANS:

1. Proposed site plan or tentative map layout
2. Location map
3. North arrow
4. Engineering scale
5. Streets, Existing Improvements, Right-of-Way width, and dimensioned setbacks
6. Parking requirements
7. Intended Occupancy Use
8. Assessor's Parcel Number, street and hundred block
9. Existing and Proposed Zoning
10. Land Use type
11. Property lines
12. Conceptual sewer design
13. Photos of the site
14. Location of any watercourses, trees and rock out croppings
15. Drive access locations

THE FOLLOWING INFORMATION SHOULD BE INCLUDED ON THE PLANS:

1. Easements
2. Existing and Proposed Structures
3. Existing Topographical Lines and Proposed Slopes
4. Lot Drainage Patterns
5. Landscaped Areas
6. Proposed Elevations (all four sides)
7. Number of Stories (building height)