



# Town of Apple Valley Pre-Application Review



**FOR TOWN USE ONLY**

Date Submitted: \_\_\_\_\_ Case No.: \_\_\_\_\_ Received By: \_\_\_\_\_  
 Planning Fee: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Case Planner: \_\_\_\_\_

### PRE-APPLICATION REVIEW

The Town’s pre-application review process is designed as a means for all types of development proposals to receive an initial review of the Town staff and agencies regarding a particular project. It is hoped that this process will promote the submittal of projects that can be supported by staff which will make the public hearing and building permit approval process much smoother for all concerned. Staff will review a preliminary set of plans or concept plans and suggest revisions or comment on issues and possible conflicts. After pre-application review, a formal application must be submitted by the applicant to initiate the formal development review process.

A pre-application review may be requested at any time. Staff will review the proposal with the Development Review Committee (DRC). You, the applicant, will be invited to the DRC meeting and will receive all staff and DRC comments from the case planner after the review.

### APPLICATION PROCESSING FEES

	<u>Initial Deposit</u>	<u>Actual Cost not to exceed</u>
<input type="checkbox"/> Conditional Use Permit Development Permit Tentative Tract/Parcel Map Zone Change/General Plan Amendment	\$1,673	\$1,673
<input type="checkbox"/> Specific Plan, Planned Development Permit, Annexation Planned Residential Development, Planned Unit Development, Annexation.	\$3,115	Actual Cost
<input type="checkbox"/> Other applications and consultations	\$387	\$387

***Note:*** *The above are deposits and will be credited to the formal application when submitted within one (1) year of this pre-application. Submittal of revised plans for additional pre-application review more than 90 days after a previous re-submittal fee is paid shall require an additional 25% fee. Pre-application review allows for initial consultation, research, analysis and response. Beyond this review, additional pre-application processing shall be at actual cost with a minimum deposit as established by the Director.*

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**SUBMITTAL REQUIREMENTS FOR PRE-APPLICATION REVIEW**

*(Please refer to the attached minimum information requirement for all exhibits)*

- \_\_\_\_\_ 1. **One (1) signed and dated** completed application.
- \_\_\_\_\_ 2. **Ten (10) copies** of conceptual site plan folded to an 8 ½” x 11” size.
- \_\_\_\_\_ 3. **Ten (10) copies** of conceptual elevations (if applicable) folded to an 8 ½” x 11” size.
- \_\_\_\_\_ 4. **Payment of Pre-application fee.**

*Please type or print legibly in ink*

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**APPLICANT INFORMATION**

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Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

*Note: All correspondence will be made via the contact person indicated above only. It is the responsibility of the contact person to inform their client of any meetings, updates, additional information needed, etc.*

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**PROJECT INFORMATION**

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Brief Statement of Request and Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor’s Parcel No. \_\_\_\_\_  
\_\_\_\_\_

Tract \_\_\_\_\_ Lot \_\_\_\_\_  
Project Address \_\_\_\_\_  
General Location \_\_\_\_\_

Size of the Property (Acres) \_\_\_\_\_ (Square Feet) \_\_\_\_\_  
Square footage of proposed Building(s) \_\_\_\_\_

General Plan Designation \_\_\_\_\_  
Existing Zoning Designation \_\_\_\_\_  
Proposed Zoning Designation \_\_\_\_\_  
Proposed Use of Building(s) \_\_\_\_\_

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**THE FOLLOWING MINIMUM INFORMATION SHALL BE SHOWN ON EXHIBITS**

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**Conceptual Site Plan Showing:**

- \_\_\_\_\_ 1. Legend – Scale, north arrow, name and phone number of applicant, address of project and assessor’s parcel number.
- \_\_\_\_\_ 2. Vicinity or location map.
- \_\_\_\_\_ 3. Site – existing and proposed lot lines, areas and general contours.
- \_\_\_\_\_ 4. Structures – Location, dimensions and use of existing and proposed structures.
- \_\_\_\_\_ 5. Show location, height and materials of all fences and walls.
- \_\_\_\_\_ 6. Show traffic circulation patterns, parking and pedestrian areas.
- \_\_\_\_\_ 7. Show location and species of all existing protected native vegetation on site (Joshua Trees, etc.).
- \_\_\_\_\_ 8. Show all natural drainage courses, hillside areas (15% slope or grater) and natural rock outcroppings or other significant features.
- \_\_\_\_\_ 9. Adjacent uses – all existing uses, structures, walls, fences, grads and mature trees within 50’ of the project boundary.
- \_\_\_\_\_ 10. General analysis – residential density, lot area, percent of building coverage, landscaping area, etc.

**Building elevations showing:**

- \_\_\_\_\_ 1. All principal exterior walls, fences, roof projections and other structures, with heights dimensioned.
- \_\_\_\_\_ 2. Type of roof and wall materials (finished surface) to be used.

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**TO ALL APPLICANTS**

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Employees of the Town of Apple Valley will give assistance to anyone who desires to utilize the remedies provided by the Town’s Development Code. There is no guarantee, expressed or implied; that any permit will be granted by whatever agency or individual has authority in the matter by initiating and completing this “pre-application review.”

The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made, or a public hearing has been held, the staff’s recommendation or decision may be contrary to a position taken in any preliminary discussions.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date