



## PRE-APPLICATION FORM AND INFORMATION OUTLINE

---

This outline provides you with information on how to apply for a pre-application. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **PRE-APPLICATION**. Should you have any questions, please contact the Planning Division at (760)369-6575 x317. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Drive off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at: <http://www.yucca-valley.org/departments/planning.html>

### What is a Pre-Application?

The intent of the pre-application review is to provide preliminary information to the applicant on the potential requirements and conditions that may be required of the project. This process is intended to be simple and informal.

### Who Participates in the Pre-Application?

A Pre-Application will be reviewed by staff. The application materials will be transmitted to the Development Review Committee on your behalf. A letter summarizing staff findings of the proposed project will then be provided to the applicant.

### What do I need to submit for the Pre- Application?

The pre-application review is intended to be simple and informal. Applicants may draw their own conceptual plans of the project or use the services of a draftsman, qualified civil engineer, or architect. The more detail that is provided to Staff the better the information that can be provided.

## Fees

The fee for processing a pre-application must be paid to the Town at the time the application is filed. In accordance with Town Council Resolution 24-07 the Town collects certain fees based on the actual cost of providing service. The application deposit for this project may not cover the total cost of processing this application and additional deposits may be required. A deposit of \$1,036 is required for the pre-application

## Submittal Requirements

- 1) **PROJECT DESCRIPTION LETTER:** This will provide details on the existing conditions of the property and details regarding the proposed use and any proposed structures.
- 2) **SITE PLAN (Three copies):** This will show the parcel of land with all proposed buildings, walls, drive aisles, parking, landscape areas, sidewalks, streets, and any other proposed structure or object, drawn to scale. The plan should show easements, contour lines, flood areas, trees, surrounding land uses and existing structures.
- 3) **ELEVATIONS (Three copies):** This is a drawing of the external features of a proposed structure which includes all architectural features and types of materials proposed for finishing. Typically, this will include north, south, east, and west facing views of each building. This should be colored to represent the selected materials of the siding and roofing as displayed on the materials board.
- 4) **FLOOR PLANS (Three copies):** This is a drawing of the interior layout of buildings, showing all walls, doors, windows, counters, and similar structures. When applicable, seating areas, number of seats and aisles, shall be clearly labeled.
- 5) **SUBDIVISION MAPS (Three copies):** This drawing will show boundary of the area to be divided, streets, lot lines, easements both existing and proposed, and drawn to scale. The drawing shall indicate acreage and proposed lot sizes.
- 6) One set of 8 ½ X 11 and 11x17 reduction of all plans
- 7) One electronic copy of all materials provided



# Pre-Application

Date Received \_\_\_\_\_

By \_\_\_\_\_

Fee \_\_\_\_\_

Case # \_\_\_\_\_

## General Information

**APPLICANT** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Project Information

Project Address \_\_\_\_\_

Assessor Parcel Number(s) \_\_\_\_\_

Project Location \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach any additional information that is pertinent to the application.

**Owner/Applicant Authorization**

**Applicant/Representative:** I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner:** I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs. I am hereby authorizing

\_\_\_\_\_ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Yucca Valley**  
**Community Development Department**  
**Planning Division**  
**58928 Business Center Drive**  
**Yucca Valley, CA 92284**  
**760 369-6575 Fax 760 228-0084**  
[www.yucca-valley.org](http://www.yucca-valley.org)

**Agreement to Pay All Development Application Fees**

In accordance with Town Council Resolution 24-07 the Town collects certain fees based on the actual cost of providing service. The application deposit for this project (as indicated below) may not cover the total cost of processing this application. I/We are aware that if the account has 25% or less remaining prior to completion of the project, staff will notify the undersigned in writing, of the amount of additional deposit required to complete the processing of the application, based on Staff's reasonable estimate of the hours remaining to complete this application process.

Further, I understand that if I do not submit the required additional deposit to the Town within 15 business days from the date of the letter, staff may stop processing of the application and/ or not schedule the project for action by the Planning Commission or Town Council.

Any remaining deposit will be refunded to me at time of closeout after I have submitted any required approved project plans and forms, including signed conditions of approval, or upon my written request to withdraw the application.

As the applicant, I understand that I am responsible for the cost of processing this application and I agree that the actual time spent processing this application will be paid to the Town of Yucca Valley.

Deposit Paid: \$ \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicants Name  
(Please print) \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Yucca Valley**  
**Community Development Department**  
**Planning Division**  
**58928 Business Center Drive**  
**Yucca Valley, CA 92284**  
**760 369-6575 Fax 760 228-0084**  
[www.yucca-valley.org](http://www.yucca-valley.org)