Community Development Department
736 F Street
Arcata CA 95521
707-822-5955

MEETING DATE _____
(To be completed by City Staff) ☐ **4:00–4:30 PM** ☐ **4:30–5:00 PM**

REQUEST FOR PRE-APPLICATION MEETING / REVIEW

NOTE: Pre-Application meetings are held each Monday at 4:00 or 4:30 PM in the Council Chambers. Meeting requests must be submitted at least 7 days before the requested meeting date. Along with this request, include a conceptual site sketch or plan, any other applicable information, and your questions. **Submit 12 sets of your materials a week before the scheduled meeting. Call Community Development at 707-822-5955 if you have questions.**

PART A – TO BE COMPLETED BY PERSON SUBMITTING REQUEST

Site Address: _____ APN(s): _____
Nearest Cross Streets: _____

IMPORTANT NOTE: The pre-application review is based on information available at the time of the meeting and may *NOT* reflect the actual conditions, *OR* complete requirements of Land Use Code, the regulatory process, or actions of the decision makers. Information provided by City Staff at the pre-application meeting is not binding on later City decisions concerning the project. Material submitted by applicants is public information and is *NOT CONFIDENTIAL*.

CHECK TO ACKNOWLEDGE YOU HAVE READ THE ABOVE INFORMATION: Property Owner ☐ Project Agent/Representative ☐

Property Owner Information:
Name _____
Address _____
City/State/Zip _____
Phone # _____
Fax _____
Email _____

Project Agent/Representative Information:
Name _____
Address _____
City/State/Zip _____
Phone # _____
Fax _____
Email _____

Describe Proposed Project: _____

Specific Questions for Discussion at the Meeting: _____

12 Sets of Conceptual Site Plan Submitted? YES ☐ NO ☐

PART B – TO BE COMPLETED BY CITY STAFF

Distribute to: ☐ Oetker ☐ Loya ☐ Burnett ☐ Mateer ☐ Hunter ☐ Early ☐ Class ☐ Khatri ☐ Pardi ☐ Andre
☐ D Diemer ☐ Hernandez ☐ Lust ☐ K Diemer ☐ Renfer ☐ Fire ☐ Chapman

City / Agency Comments: _____

CEQA: _____
Types of Applications Required: _____
☐ GIS Map Attached