



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

MEETING DATE \_\_\_\_\_ 3:30 PM  
 (to be completed by City Staff)

## REQUEST FOR PRE-APPLICATION MEETING / REVIEW

**NOTE:** Pre-Application meetings are held each Monday at 3:30 PM in the Council Chambers. **Requests and materials must be submitted at least 7 days before a requested meeting date.** Along with this completed request, include a preliminary site plan and any other information applicable to the project. **Electronic copies are preferred, but large scale plans MUST be hard copy.** Please provide at least 5 copies. **Call Community Development at 707-822-5955 to speak with a Planner if you have questions.**

### PART A – COMPLETED BY PERSON SUBMITTING REQUEST

Site Address: \_\_\_\_\_ Assessor Parcel Number(s): \_\_\_\_\_

Nearest Cross Streets: \_\_\_\_\_

**IMPORTANT NOTE:** The pre-application review is based on preliminary information available at the time of the meeting and may NOT reflect the actual conditions on the ground, OR the 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 subsequent 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:

Electronic Copies Submitted?    YES    NO

Large Scale Plans Submitted?    YES    NO

### PART B – COMPLETED BY CITY STAFF

#### City / Agency Comments:

GIS Map Attached