



MENIFEE
COMMUNITY
DEVELOPMENT

For Official Use Only

Project Number: _____
Date Received: _____
Received By: _____
Payment Received: _____
Case Planner: _____

PRE-APPLICATION REVIEW

Please Note: Application submittals are accepted electronically at planning_submittals@cityofmenifee.us. Applications submitted without the appropriate payment will not be processed until the application fee is paid. Please contact the Community Development Department at (951) 723-3741 for questions regarding the application.

A Pre-Application is an informal, and helpful tool for applicants to receive comments on prospective projects and have staff answer questions about your project. During the Pre-Application process, representatives from the following departments will be available to discuss your project:

- Community Development/Planning
- Building & Safety
- Engineering
- Fire Prevention
- Menifee Police Department

A Pre-Application submittal is in no way an approval of the proposal and shall not bind the approving body or prevent staff from requiring additional information or studies or make additional recommendations at the time of a formal application submittal.

APPLICANT INFORMATION:

Applicant's Name: _____ E-Mail: _____

Mailing Address: _____

Street

City State ZIP

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

Exhibit Preparer/Representative's Name: _____ E-Mail: _____

Mailing Address: _____

Street

City State ZIP

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

Signature of Licensed Design Professional: _____

PRE-APPLICATION REVIEW

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

I certify that the information filed is true and correct to the best of my knowledge. An authorized agent must submit a letter from the owner(s) indicating authority to sign the application on the owner’s behalf.

_____ *PRINTED NAME OF APPLICANT* _____ *SIGNATURE OF APPLICANT*

PROPERTY INFORMATION:

Assessor’s Parcel Number(s): _____

Site Address (if applicable): _____

Approximate Gross Acreage: _____

General location (nearby or cross streets): North of _____
South of _____
East of _____
West of _____

PROJECT DESCRIPTION:

Please provide a detailed project description of the proposed project:
Include lot size and square footage of all buildings; describe the proposed use of each building; provide the project floor area ratio or density; describe any hazardous materials (if any) will be stored on site; describe the proposed parking spaces; describe any demolitions or alterations; provide any other pertinent information about the project.

PRE-APPLICATION REVIEW

Proposed Application Type:

- ☐ Conditional Use Permit
- ☐ Plot Plan
- ☐ Tentative Tract Map
- ☐ Tentative Parcel Map
- ☐ Change of Zone
- ☐ General Plan Amendment
- ☐ Other: _____

Is there a previous development application filed on the same site: Yes ☐ No ☐

If yes, provide all known case numbers. _____

PRE- APPLICATION SUBMITTAL REQUIREMENTS

- ☐ One (1) completed and signed application form.
- ☐ Title Report (Recommended)
- ☐ Electronic Site Plan or Map. It is recommended that the exhibit also include the information described in the applicable application type column of the Land Use and Development Matrix; however, the following are the minimum requirements:

Minimum Required Information on Plans:

- ✓ Statement of Operations (hours, services, number of customers, employees, etc.)
- ✓ Location Map
- ✓ North Arrow
- ✓ Engineering Scale
- ✓ Streets, Existing Improvements, and Right-of-Way Widths
- ✓ Dimensioned Setbacks
- ✓ Parking Tabulation
- ✓ Intended Occupancy/Use
- ✓ Total Building Square Footage
- ✓ Assessor's Parcel Number
- ✓ Existing and Proposed Zoning
- ✓ Property Lines

Note: All exhibits must utilize an Engineering scale not to exceed 1" = 40' (site plans) or 1" = 60' (maps).

- ☐ If any buildings or structures exist and are to remain, or are proposed, it is recommended, but not required, building floor plans (Exhibit "C"), elevations (Exhibit "B") and a materials board (Exhibit "M") be provided.
- ☐ One (1) recent (less than one-year old) aerial photograph of the entire Project Site with the boundary of the site delineated.
- ☐ A minimum of three (3) ground-level photographs (color) clearly showing the whole project site. Include a location map identifying the position from which the photo was taken and the approximate area of coverage of each photograph.
- ☐ Digital images of tall exhibits
- ☐ Applicable fees.

The more information you are able to provide, the better the City will be able to assist you.