



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