



CITY OF WILLITS

111 E. Commercial Street, Willits, CA 95490
(707) 459-4601 • Fax: (707) 459-1562 • www.cityofwillits.org

PREAPPLICATION MEETING

Welcome to the City's Preapplication Meeting services. We hope you find the process informative.

The Purpose of a Preapplication Meeting is:

1. To provide the City with sufficient information about a proposed project to enable City staff to inform the applicant of approval requirements.
2. To acquaint the applicant with the requirements of City codes, and other applicable laws and regulations as they relate to the proposed project.
3. To provide an opportunity for other City department and agency staff to become acquainted with the proposed project.

The Preapplication Meeting provides general information about the permit process, permits that may be required and development issues and requirements. This type of meeting introduces persons considering general plan changes, rezoning, subdivisions, use permits or other complex projects to the development process. Participants will be provided with detailed information about permits that may be required, the permit process, development issues, adopted plans and policies and development requirements.

The Preapplication Meeting provides for an exchange of information between a potential owner/applicant and representatives of the various City agencies regarding application regulations and processing. This meeting is a chance to present your preliminary development plans in an informal setting to representatives of Planning, Engineering, Fire, Water, and Wastewater departments. At the time of review by Planning Staff it may be determined to invite other local, county or state agencies to participate.

Is there a Fee required?

The application fee is \$50

How to Schedule a Preapplication Meeting:

Upon receiving your completed Preapplication Meeting Form including all of the minimum submittal requirements and application fee staff will review and schedule your request for a meeting. Approximately one (1) week prior to the meeting date, you will receive by mail an agenda giving you the date, time and location of the meeting.

Disclosure:

Information provided at the Preapplication Meeting is based on City staff's general knowledge of your project as defined in this application and will not be based on a site view of the property. Information or judgments provided by the City or their advisory staff about the viability of a project is preliminary only and may not be reflected in the final recommendation or action. Recommendations and decision-making must take into account a detailed application, site view, input from agencies, review of adopted plans/codes and laws, and the public hearing process.

Minimum submittal requirements: Please note that staff will be able to provide you with more useful information and feedback based on the level of completeness of your plans and information.

- Preliminary plans 10 copies needed (Size: 8 ½" x 11" or 11" x 17") Preliminary site plan drawing, floor plan, elevations, vicinity map, proposed property division, and/or any other drawings or maps, drawn to scale, which demonstrate the nature of the proposed development in enough detail to allow City staff to review and comment.
- Photographs showing the proposed development site or work area.
- Project description should describe the proposed project, hours of operation, number of employees, proposed improvements, and any other unique operational aspects that apply to your project, business activity.

PREAPPLICATION MEETING FORM

Your appointment will be scheduled upon receipt of this questionnaire, location map, and map of project design.

Name of Applicant	Name of Owner	Name of Agent	
Mailing Address	Mailing Address	Mailing Address	
Phone	Phone	Phone	
Email	Email	Email	
Assessor's Parcel Number(s)	Street Address	Total Parcel Size/Project Size	
Name of Business or Project	Project Type		
	___ Residential	# units _____	sq.ft./unit _____
	___ Commercial	# employees _____	building area _____
	___ Industrial	# employees _____	building area _____
	___ Subdivision	# lots _____	lot sizes _____
Describe existing improvements:			
Specific issues or questions to be addressed:			
Describe the project, changes to site, and project improvements:			
Site Changes: ___ Construct roads/driveways ___ Remove vegetation ___ Grading ___ Other			
Roads and Driveways (Describe locations, widths & grades) Existing:			
Proposed:			
What road provides access to the site?			

I certify that I have read, and I understand, the disclosures on the application instructions.

_____ **Date:** _____

<p>To be completed if Applicant is not Property Owner: <i>I authorize the applicant above to submit the application on my behalf.</i> _____ <div style="text-align: right;">Signature of Property Owner</div> </p>

CITY STAFF TO COMPLETE SECTION BELOW

PROJECT #: PAC
DATE:
RECEIVED BY: