



City of Capitola

Preliminary Review

App. # _____

Date: _____

Fee: See current fee schedule

Received by: _____

Updated: 11/2016

COMPLETE THE FOLLOWING INFORMATION:

SUBJECT ADDRESS(ES) _____

A.P.N.(S) _____ ZONE _____

PERSON TO CONTACT REGARDING THIS APPLICATION:

PROPERTY OWNER _____ PHONE _____

E-MAIL _____

MAILING ADDRESS _____

APPLICANT NAME _____ PHONE _____

E-MAIL _____

MAILING ADDRESS _____

SUBMIT THE FOLLOWING INFORMATION:

- Request Letter
- 1 Set of Complete Plans
- Photos
- _____
- _____
- _____
- _____

PLEASE WRITE A BRIEF DESCRIPTION OF THE SPECIFIC REQUEST(S):

SITE DESCRIPTION:

General Site Description _____

Current Use: Residential Non-Residential Mixed-Use Vacant

Lot Area _____ No. of Buildings _____ Parking Spaces: Covered _____ Uncovered _____ Total _____

Preliminary Review

1. **Planner Consultation** includes staff research and a meeting.
2. **Preliminary Zoning Plan Review** covers one initial plan review only. This is an in-depth zoning plan check of project plans for compliance using the "Zoning Plan Check Basic Compliance Checklist." Additionally, Staff will review all permit records and archive plans (as necessary) on file with the City for the property to verify legality of all structures and uses on site, zoning compliance, and accuracy of items shown on project plans. In some cases, this research can reveal zoning/permitting issues that will need to be corrected, abated, or legalized as part of the proposed project. Accuracy and completeness of the Preliminary Zoning Plan Review is dependent upon information provided to Staff at the time of the request. Please note that any subsequent changes to the project plans could raise additional zoning concerns.

Please select the items requested to be included in the Property Profile:

- Property Data (APN, Zone, General Plan Designation, Lot Size)
- Conforming/Nonconforming Buildings
- Conforming/Nonconforming Parking
- Environmental Assessment
- Planning Commission Approvals
- Building Permit History*
- Archive Plan Review
- Active Enforcement Cases
- Site Visit
- Parking Information
- Information Regarding Future Non-Residential Development Potential
- Information Regarding Future Residential Development Potential
- Design Review Requirements and Cultural/Historic Resource Information
- Coastal Zone Jurisdiction/Review Level
- Check here if you have a specific question not on this list, and submit a separate request letter.

*Please note that a request for the complete design review and building permit history may result in additional staff time and fees.

3. **Zoning Letter** identifies specific zoning information for a property.

Please select the items requested:

- | | |
|--|---|
| <input type="checkbox"/> Property Data (APN, Zone, General Plan Designation, Lot Size) | <input type="checkbox"/> Planning Commission Approvals |
| <input type="checkbox"/> Conforming/Nonconforming Buildings | <input type="checkbox"/> Modification and Staff Hearing Officer Approvals |
| <input type="checkbox"/> Conforming/Nonconforming Parking | <input type="checkbox"/> Coastal Zone Jurisdiction |
| <input type="checkbox"/> Active Enforcement Cases | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Other _____ |