



City of Victorville
Department of Development
Planning ♦ Building ♦ Code Enforcement

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Application for Pre-Submittal Review

GENERAL INFORMATION

Applicant: _____ Contact Name: _____
Address: _____
Telephone No.: _____ Fax No.: _____
Email Address: _____

TYPE OF REVIEW REQUESTED

- Tentative Tract / Parcel Map
- Commercial / Industrial Development
- PUD / Specific Plan
- Multi-Family Development

****Submittal deadlines are every Monday before 4pm. Meetings with the applicant are scheduled the next week on Wednesday afternoon. The project planner will contact the applicant the Thursday following the deadline to schedule the specific meeting time.**

PROJECT LOCATION

General Location/Address of Project: _____
Name of Business (if applicable): _____ Assessor's Parcel No(s): _____
Tract Map No(s): _____ Lot No(s): _____ Building Construction Type: _____ Existing Zoning: _____

PROJECT DESCRIPTION:

Office Use Only Below

Case No: _____ **Related Files:** _____
Date Received: _____ **Rec'd by:** _____
Route to:
 Engineering **Public Works**
 Fire **Development Staff**
 Water **Other:** _____
Department Meeting Date _____ **Date Routed:** _____ **Routed by:** _____
Meeting Date w/ Applicant: _____ **Meeting Time:** _____ **Meeting Location:** _____
Applicant Notified of Meeting by: _____
Special Instructions:

Pre-Submittal Application Filing Requirements

The minimum filing requirements are listed below for each application. An application that does not include the listed information will not be accepted for processing.

Commercial / Industrial / Multi-Family / PUD / Specific Plan Developments:

- Complete Application, with a detailed Project Description (indicating the proposed project schedule, if available).
- Seven (7) copies of a site plan in conformance with the following Pre-Submittal Checklist. These plans should be folded no larger than 9"x14".
- Seven (7) copies of the building elevations, roof plans, and floor plans.
- Color Pictures - Provide pictures of existing on-site conditions, adjacent improvements (curb, gutter, sidewalks, etc.) and drainage features.

Tentative Tract / Parcel Map:

- Complete Application, with a detailed Project Description (indicating the proposed project schedule, if available).
- Seven (7) copies of a Tentative Map in conformance with the following Pre-Submittal Checklist. These plans should be folded no larger than 9"x14".
- Seven (7) copies of a preliminary grading plan.
- Color Pictures - Provide pictures of existing on-site conditions, adjacent improvements (curb, gutter, sidewalks, etc.) and drainage features.

Pre-Submittal Checklist

MINIMUM PLAN CONTENTS

Plans shall be a minimum of 24" x 36" (maximum 36" x 48") in size and drawn to an engineering scale no smaller than 1"=50', with the scale clearly labeled. The site plan shall include the following minimum information:

SITE PLAN:

- Name and address of developer, owner of record, and person who prepared the plan.
- A vicinity map and north arrow.
- Indicate adjacent properties, driveway locations, zoning and land uses within 300' of the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Label abutting street names and the assigned address and/or assessor's parcel number for each property illustrated.
- Property lines and dimensions.
- Indicate type of construction and area separation walls.
- Dimensions and nature of all easements.
- Location of existing and proposed buildings and structures. Indicate the square footage of each building.
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Location of trash enclosures, loading zones and outdoor storage areas (if applicable).
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- A tabular summary, including the following information:
 1. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).
 2. Lot coverage ratio (percentage of site covered by buildings or structures);

3. Gross and net site acreage;
 4. Landscape coverage ratio (percentage of lot covered by landscaping); and
 5. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable);
- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase.

TENTATIVE TRACT/PARCEL MAP:

- All applicable information listed in the Site Plan Checklist.
- Boundary of Tract/Parcel map with heavy lines (sometimes referred to as "blue border").
- Each lot/parcel shall be numbered. Common lots shall be lettered.
- The area/size of each lot/parcel shall be noted.
- Location and identity of adjoining tracts, other maps of public record, streets, and other public right-of-way.
- Layout of proposed streets (public and private), alleys, and other areas offered for dedication to public use. Streets and alleys shall be shown with approximate grade and general drainage pattern.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 50-feet past the map boundary. (optional)

Special Studies, such as Hydrology Studies, Traffic Studies and/or Sewer/Water Feasibility Studies, may be required at the pre-submittal meeting based on the scope of the project. If required, these studies shall be submitted with the formal application(s) and must be approved by the Engineering Department prior to any project approval. For information on these requirements, please contact the Engineering Department at (760) 955-5158.