



PRELIMINARY PLAN REVIEW INFORMATION SHEET

GENERAL INFORMATION

Prior to the submittal of a land use/zoning application, an applicant may submit development plans for preliminary review by the Community Development Department. The preliminary plans will be reviewed for compliance with the Development Code, and the Community Development Department may confer with other Town departments to get their preliminary comments on the project. This preliminary review provides the applicant an opportunity for Town staff to identify areas where the development plans do not comply with the Development Code and other Development Code issues (e.g. design guidelines consistency) that may influence the project and its design. The preliminary review will also identify requirements that will be imposed by other Town departments (e.g. street frontage improvements). These preliminary review comments from staff will allow the applicant to address these issues before finalizing their development plans, thereby saving the applicant time, effort, and money when the development plans are submitted for formal review.

To assist staff and make the meeting more helpful to the applicant, the applicant needs to submit four copies of their preliminary development plans. In approximately two to four weeks after receiving these plans, staff will provide a list of written comments on the preliminary plans and will schedule a meeting with the applicant. At this meeting which will generally last an hour, staff and the applicant will discuss application submittal requirements and major project issues that were raised in the Town's comments. Staff will also answer any specific questions that the applicant may have. The applicant will be able to use this information to refine their plans before they are submitted to the Town.

This application provides only for one review of the preliminary plans and one meeting with the applicant. If the applicant requests additional review of the plans, a new "Preliminary Plan Review" application will be required.

SUBMITTAL REQUIREMENTS

The items listed in the "Preliminary Plan Review Submittal Checklist" must be submitted as part of the application package in order for the preliminary plans to be reviewed. The signed checklist must also be submitted. The preliminary plans cannot be processed and reviewed if all of the items listed are not submitted.

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met. Your application will not be accepted if all items listed below are not submitted.

A S

- 1. Completed Land Use/Zoning Application.
- 2. A \$750.00 fee deposit (payable to Town of Truckee) must be submitted with the application to cover anticipated costs. If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process.
- 3. Five (5) copies of your preliminary site plan showing the proposed development of the property, easements and other known restrictions; preliminary building elevations; and preliminary floor plans. Refer to the information sheets for the land use/zoning application that will be required for the project to determine the information that must be shown on these plans.
- 4. A project description that describes the amount and types of uses proposed and other information necessary for staff to understand the project characteristics.

Applicant Signature: _____
I certify that I have completed and have included all material checked above in the

attached application submittal.