



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

Temecula, CA 92590

951-694-6400

TemeculaCA.gov/planning

PRE-APPLICATION

A pre-application is an informal, **FREE**, and helpful tool for applicants to receive comments on prospective projects and have staff answer questions about your project. During the Pre-Application process, representatives from the following departments will be available to discuss your project:

- Planning
- Building & Safety
- Public Works
- Fire Prevention

As a reminder, this is not a formal submittal. **Please be aware** that review of future formal submittals may include additional issues that were not addressed during the Pre-Application process.

Codes, Policies & Standards:

Development Standards, Design Guidelines, and other regulations are available at TemeculaCA.gov/planning

CHECKLIST

Schedule:

- Pre-Applications must be received by **4 p.m. on Thursday**
- Pre-Applications are generally scheduled **two weeks** from the submittal date
- Thursday mornings are reserved for Pre-Application meetings (9 a.m. – 11 a.m.)

Plan Copies:

- All copies shall be folded to 8 1/2" x 11"**
- 7 copies of plans (see below) are required
- 1 digital copy of all plans (via Compact Disc or USB drive)

Minimum Required Information on Plans:

- Statement of Operations (hours, services, number of customers, employees, etc...)
- Location Map
- North Arrow
- Engineering Scale
- Streets, Existing Improvements, Right-of-Way Width, and Dimensioned Setbacks
- Parking Requirements
- Intended Occupancy Use
- Total Building Square Footage
- Assessor's Parcel Number, Street and Hundred Block
- Existing and Proposed Zoning
- Land Use Type
- Property Lines
- Conceptual sewer design
- Photos of the site

The Following Information *Should* be Included on the Plans:

- Easements
- Existing and Proposed Structures
- Existing Topographical Lines and Proposed Slopes
- Lot Drainage Patterns
- Landscaped Areas
- Proposed Elevations (all four sides)
- Number of Stories (building height)

Questions? If you have any questions, please call the Planning Department at (951) 694-6400.



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PRE-APPLICATION

PRE-APPLICATION WORKSHEET

(INFORMAL FEE EXEMPT APPLICATION)

PROJECT INFORMATION

Project Title

Project Description/Use

ADDITIONAL PROJECT INFORMATION

Assessor's Parcel No(s)

Legal Description (Tract, Lot No.)

Street Address(es)

General Location

Total Project Square Footage

Zoning

General Plan

Gross Acreage

Related Cases

APPLICANT/REPRESENTATIVE

Company

First Name

Middle Initial

Last

Street Address

City

State

Zip

Phone

E-mail

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature

Date



FOR STAFF USE

PRE-APPLICATION NO.

DATE STAMP

REC'D BY