



# CITY OF REDLANDS PRELIMINARY REVIEW APPLICATION

Development Services Department, Planning Division  
35 Cajon Street, Suite 20  
Redlands, CA 92373  
Phone (909) 798-7555 option 2

*FOR STAFF USE ONLY*

DATE RECEIVED: \_\_\_\_\_  
PRELIM. REVIEW No: \_\_\_\_\_  
MEETING DATE: \_\_\_\_\_

## APPLICANT INFORMATION

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROJECT REPRESENTATIVE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## PROJECT INFORMATION

PROJECT SITE ADDRESS/LOCATION: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

CURRENT LAND USE: \_\_\_\_\_

PROJECT DESCRIPTION (INCLUDING LAND USES, BUILDING SQUARE-FOOTAGE, ETC.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Fields outlined in red indicate information is required on that line.)*

## APPLICATION REQUIREMENTS

- 1) Completed Preliminary Review Application Form.
- 2) Ten (10) copies of a Preliminary Site Plan plus an electronic transmittal (e.g., PDF file) that provides the following information.
  - Location map and north arrow
  - Scale (use engineering scale)
  - Assessor's Parcel Number(s)
  - Existing site address, if any
  - Property lines and dimensions
  - Existing abutting street name(s) and means of access
  - Existing buildings and improvements, if any
  - Proposed building footprint, use(s), and square-footage
  - Proposed yards, building setbacks, and general landscape areas
  - Proposed parking areas, calculations, drive aisles, dimensions

*Please note: the more information about the site or project that can be provided, however preliminary or conceptual, will enable City staff to provide more detailed comments and feedback about the proposal.*

- 3) Payment of the applicable Filing Fee as established by the City Council. Project sites 1.0 acre or less is \$692.00 and sites over 1.0 acre is \$900.00

### OPTIONAL:

- For applicants desiring architectural design review as well, provide three (3) copies plus an electronic file (PDF or JPEG) of Building Elevations or conceptual Architectural Renderings that clearly label the proposed building height, design features and architectural elements, colors and materials, etc. Alternatives to preparing elevations or renderings may also be considered (contact staff to discuss).

*Please note: the more information about the architectural design that can be provided, however preliminary or conceptual, will enable City staff to provide more detailed comments and feedback about the proposal.*