

## **INFORMATIONAL MEETING**

### **A. PURPOSE**

The informational meeting is provided as a courtesy to applicants prior to submission of any formal application and fees. By submitting preliminary or conceptual plans to the City prior to the formal application, the Developmental Services Department and local public agencies, i.e. fire protection district, will be able to:

- Provide you with direction on major issues and technical requirements.
- Allow you the opportunity to avoid expense of detailed plan preparation and financial commitment on a design/concept that may not be in full compliance with applicable standards.

### **B. WHO ATTENDS**

Informational meetings are normally held Thursday afternoons of each week. It is important that the owner/developer and engineer/architect attend. Each meeting will last approximately 30-45 minutes, however, larger projects will be scheduled on a case-by-case basis as required. City and public agency staff (as required) may include:

- City Planning Division
- City Engineering Division
- City Building Division

### **C. TOPICS DISCUSSED AT INFORMATIONAL MEETINGS**

In addition to application requirements, topics discussed (depending upon applicants requirements) will include issues related to:

- City General Plan; zoning; site plan; fire protection; grading; tentative map; environmental; fees; Uniform Building Code; submittal procedure; estimated time frames for approval.
- Any other development issue of concern to the applicant.

The desired goal is for the applicant to depart this meeting with a clear understanding of the preliminary requirements for project submittal and approval and the formal application process. There is no charge for this meeting, however, if an applicant requests a subsequent meeting a fee may be required. Additionally, staff will not retain any applicant plans nor perform work on the project until the applicant submits a formal application for processing and pays the appropriate fees. The formal application must be complete or it will not be accepted for processing.

**D. STEPS REQUIRED TO REQUEST A MEETING**

1. Applicant visits the Development Services Department counter to discuss project with counter staff. The counter staff will provide the applicant with pamphlets/brochures detailing the requirements for a typical project, information on the City General Plan, Zoning, Site Plan Requirements, City Engineer Standards, etc.
2. The applicant then requests an Informational Meeting by filling out a request form. This form alerts the staff as to the specifics of the project to allow preparation prior to the scheduled meeting. It is necessary to have the site plan, conceptual drawings, etc. submitted with the application.
3. At the meeting you will be asked to be as specific as possible regarding your proposal. Your preliminary drawings, site plan, etc. should be as complete as possible to allow discussion and guidance from the staff. The response of the staff will be dependent upon the detail and quality of the information provided by the applicant.
4. After the Informational Meeting, staff will not normally conduct any further analysis (with the exception of responding to unanswered queries) or retain or accept any plans, drawings, etc. until the formal application for processing and fees are submitted.

**E. SUBSEQUENT REQUESTS FOR MEETING**

Subsequent requests, either prior to or after the formal application process has commenced, may result in a fee, due to impact on staff availability. Requests for future staff assistance in discussion/review of conceptual plans will be directed to the Director of Development Services. A staff contact will be designated to coordinate with the applicant to determine items to be discussed and fees. The intent is to preclude excessive staff time on one project at the expense of the other applicants attempting to schedule meetings with staff.

**CITY OF SAN MARCOS  
INFORMATIONAL MEETING APPLICATION**

FOR DEPARTMENT USE ONLY

APPLICATION NO.: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_  
DATE SCHEDULED: \_\_\_\_\_  
STAFF ATTENDEES: \_\_\_\_\_  
APPLICANT NOTIFIED: \_\_\_\_\_

1. **APPLICANTS NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

2. **APPLICANTS REPRESENTATIVE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_ **FAX#:** \_\_\_\_\_

3. **ARCHITECT OR ENGINEER:** \_\_\_\_\_  
**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

4. **CONTACT PERSON FOR CITY TO CALL TO SET UP APPOINTMENT: (circle 1.,2.,3.)**

5. **ASSESSOR'S PARCEL #:** \_\_\_\_\_

6. **PROPERTY ADDRESS/LOCATION:** \_\_\_\_\_

7. **PROJECT DESCRIPTION (what you want to do):**  
\_\_\_\_\_  
\_\_\_\_\_

8. **ANY SPECIFIC TOPICS TO BE DISCUSSED/INFORMATION NEEDED:**  
(Examples: Undergrounding, Street Improvements and Dedication, Vacation Requirements, Fire Hydrants, Street Lights, Driveway Approach, Medians, Improvement Plans, Bonding Requirements, Setbacks, Parking Requirements, Landscaping Requirements, etc):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE SUBMIT 6 COPIES OF A PRELIMINARY SITE PLAN (FOLDED TO 8 1/2" x 11") AND ANY OF THE FOLLOWING INFORMATION THAT IS APPLICABLE TO YOUR REQUEST:**

- Elevations, grading, drainage
- Distance to center of road
- Topographical Map
- Architectural intent/desires
- Driveways, traffic flow
- Landscaping
- Nearest fire hydrant
- Approximate size of structure

- Type of occupancy (retail, manufacturing, residential)

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Revised 8/2004