



Pre-Application Review Form

City of Canyon Lake

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 Phone: (951) 244-2955 - Fax (951) 246-2022 -
www.cityofcanyonlake.com

For office use only

Date submitted: _____
 Fees Paid: _____
 Receipt: _____
 Case No. _____

Check if Applicable:

<input type="checkbox"/> Plot Plan	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Preliminary Project Review	<input type="checkbox"/> Final Parcel Map
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Parcel/Tract Map Time Extension
<input type="checkbox"/> Variance	<input type="checkbox"/> Public Use Permit
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Specific Plan: _____ Amendment: _____

Project Description – Describe in Detail. Add Separate Sheet if Necessary.

Site Information

Address/ Location of Project:

Assessor Parcel Number(s):

Site Area (Acres/Sq. Ft.):

Existing Use of Property:

Zone:

General Designation:

Contact Information

Applicant Name (print):

Address:

Phone Number:

Fax Number:

Email:

Property Owner (Print):

Address:

Property owners consent. I declare under penalty of perjury that I am the owner of the property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____
 (Property owner letter is acceptable)

SITE PLAN CHECKLIST
(For Plot Plans, Conditional Use Permits, Public Use Permits)

Site Plan:

It is recommended that all Site Plan, Floor Plan and Building Elevations be professionally prepared in conformance with accepted drafting standards. Please provide the following.

- **Three (3) printed and One (1) Electronic version of site plan**
- **One (1) floor plan (if applicable)**
- **One (1) building elevation (if applicable)**

Provide the following applicable information. The greater detail provided enables reviewers to provide a better response to the applicant.

- Name, address, and telephone number of the developer, owner of record, and person who prepared the plan.
Show appropriate scale and north arrow.
- Date of preparation and/or revisions.
- Precise legal description and Assessor's Parcel Number
- Property lines with dimensions and bearings.
- A vicinity map showing the precise location of the project.
- All easements of record. Identify, label, and dimension all recorded easements which affect the subject property.
- Dimension the width of all driveways, drive aisles, sidewalks, and width and depth of parking spaces and loading zones.
- Dimension and label all existing and proposed buildings and structures from property lines and provide distances between buildings. Size, location and height of existing and proposed buildings and structures, including walls, fences, signs, lighting, trash enclosures and other accessory structures. The boundaries of landscaped areas, outdoor display and storage areas shall also be clearly shown.
- Location of water and sewer lines, utility poles, street lights, and fire hydrants. Locate the proposed fire department connection (FDC) and post indicator valve (PIV) when fire sprinklers are required.
- Show all handicapped parking spaces, accessible paths of travel and ramps needed to provide accessibility from a public street to all private facilities, consistent with state and federal law.
- Provide a tabular summary, which includes the following information:
 1. Adjusted gross and net acreage.
 2. Gross floor area per building and total floor area for all buildings.
 3. Landscape coverage ratio (percentage of lot covered by landscaping).
 4. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable).
 5. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable). Include parking formulas used, and percentage of these areas.