CITY OF SAN JUAN BAUTISTA
P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT
Phone: (831) 623-4661
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APPLICATION REQUIREMENTS FOR CONCEPTUAL REVIEW

Conceptual Review is for property owners that would like the Planning Department and the Planning Commission to provide a preliminary review of their development project. The purpose of Conceptual Review is to provide the applicant with a comprehensive understanding of the planning and environmental issues involved with their project. Conceptual Review provides the applicant with direction on how the project should be modified or changed to meet the overall goals and objectives of the City. After Conceptual Review, the applicant can choose to pursue his or her project by filing a formal application with the Planning Department.

APPLICATION REQUIREMENTS CONCEPTUAL REVIEW:

- Required processing fee of $750 (Additional fees for permit processing may be charged to the applicant).
- Planning Application Cover Page
- 25 copies of the building elevations (drawn to scale)
- 25 copies of the site plan (drawn to scale)
- 25 copies of the floor plan (drawn to scale)
- Project Description form
- Environmental Information form
- 25 sets Photographs of the project site and surrounding properties
- Applicant Agreement to Pay Processing Fees for Land Use Application form
- Answers to the following questions:

  1. What is the purpose of the proposed project?

  2. Please describe the project in detail (proposed use, square footage of buildings, estimated number of employees, number and type of residential units, site facilities, etc.

  3. Please provide any other information that may be relevant to this application.

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.