



## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, CA 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661  
Fax: (831) 623-4093

### INFORMAL PROJECT REVIEW

Informal Project Review is for property owners that would like a preliminary review of their project by the Planning Department and the Planning Commission. The purpose of Informal Project Review is to provide the applicant with a comprehensive understanding of the planning and environmental issues involved with their project. Informal Project Review provides the applicant with direction on how the project can meet the overall goals and objectives of the City's Planning Department Development Codes and requirements. After Informal Project Review, the applicant can file a formal application with the Planning Department.

#### **APPLICATION REQUIREMENTS INFORMAL PROJECT REVIEW:**

- There is **no processing fee**
- Planning Application Cover Page (not required if filed with previous application)
- A copy of the building elevations (drawn to scale). *Required if exterior work is proposed*
- A copy of the site plan (drawn to scale). *Required only if site work is proposed*
- A copy of the floor plan (drawn to scale). *Required only if interior work is proposed*
- Project Description
- Photographs of the projects site and buildings

**Note:** All items must be included in the application. Failure to include the requested information may result in a delay of the process.

#### Project Description:

1. Is the building designated as a national, state, or local historic structure or landmark?
2. Describe the project in detail (indicate the extent of proposed work).
3. List or describe in general the building materials proposed for the work.
4. Provide any other information that you feel is relevant to this application.

12/9/2013

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