



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 with informal project review application.
- A copy of the building elevations (preferred drawn to scale).
- A copy of the proposed site plan with parking and traffic access and circulation (preferred drawn to scale).
- A copy of the proposed floor plan or plans. (preferred drawn to scale).
- Project Description in general.
- Photographs of the project's site and buildings if applicable.

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 any building designated as a national, state, or local historic structure on the site?
2. Describe the project (indicate the extent of proposed project).
3. List or describe in general the types of buildings and the architecture style proposed for the project.
4. Provide any other information that you feel is relevant to this application.

6/24/2015

P:\Forms\Informal Project Review.doc



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 APPLICATION

Applicant(s) _____

Mailing Address: _____

Phone Number: _____

e-mail address: _____

Property Owner(s): _____

Mailing Address: _____