



CITY OF CORONADO

**DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
(619) 522-7326 / (619) 522-2418 (FAX)
COMMDEV@CORONADO.CA.US**

**HANDOUT
723
May 2021**

PRE-APPLICATION MEETING REQUEST

PURPOSE: Request a Pre-Application Meeting to determine the scope of work, discretionary permit requirements (if any), and estimate of processing timeline of proposed project

NOTES:

1. Application packages for a Pre-Application Meeting shall be filed with the City of Coronado Community Development Department.
2. Application packages must be submitted inclusive of all attachments and submittal requirements. Incomplete applications will not be accepted.
3. An application filing fee is required in accordance with the Development Fee Schedule adopted by the City Council.
4. The Pre-Application Meeting is a tool to allow applicants to engage with the Community Development Department prior to a formal project submittal to determine if the proposal complies with the underlying zone/General Plan/Specific Plan, and if any discretionary permits are required.

APPLICANT DATA:

Address of Property: _____ Assessor Parcel No.: _____

Owner: _____ Applicant: _____

Mailing Address: _____ Mailing Address: _____

Phone #: _____ Phone #: _____

Email: _____ E-Mail: _____

Signature: _____ Signature: _____

SUBMITTAL REQUIREMENTS:

1. Completed Application Form and Filing Fee.
2. Copy of deed and Preliminary Title Report identifying easements or restrictions placed on uses of property.
3. Complete project description. If this is a business include: type of use, hours of operation, square footage of building, parking layout and dimensions, number of employees, etc.
4. Three copies of project plot plans (11" x 17" acceptable), including elevations (also provide via pdf) Assessor map/aerial map which clearly shows the property location and surrounding neighborhood/streets
- Photo-simulations or renderings (optional, may be required upon request)

CITY STAFF USE: Case #: _____ Date Received: _____ Fee: _____ Receipt No. _____