



PRE-APPLICATION INFORMATION SHEET

The Pre-application is designed to expedite your project by ensuring that your application includes all material necessary for the approval body to make an informed decision. This process may prepare you to submit a Conditional Use Permit, Master Plan, Zone Change or General Plan Amendment. You are required to submit a Pre-application for your project if you know that a traffic study will be required.

The Pre-application will determine the scope of work for the traffic study, thereby ensuring that minimal changes will be required for the study during the processing of your project. Traffic Impact Analysis Guidelines can be obtained by contacting 949-724-7342.

For complex projects, or any projects which may have environmental issues or sensitive land uses, you may wish to use the Pre-application process. Although not required, a Pre-application will enable City staff to provide professional guidance and information essential to your subsequent development case application. For example, the type and scope of work of technical studies would be defined. Such studies might pertain to transportation, acoustics, hazardous materials, or parking.

The cost of processing your Pre-application is charged according to the hours spent by staff in reviewing your project proposal and preparing recommendations regarding technical studies and other issues that must be addressed with the discretionary case application. Total cost varies according to the size of the project and the complexity of the issues. Your deposit check creates a Developer Deposit Case account to which processing time is charged. See Developer Deposit form for more specific information. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.

Upon completion of the Pre-application process, you will receive written comments regarding the proposed project's potential planning and environmental issues, zoning information, processing procedures for subsequent development case applications and identification of technical studies that will be required upon submittal of those applications. The comments could include responses from any City departments participating in the development review process (including, but not limited to, Engineering, Transportation, Public Safety, Building Plan Check and Advance Planning). The time frame for this review will depend on the complexity of the project.

The minimum submittal requirements are listed below. In addition, we suggest that you use the information sheet checklist corresponding to your proposed development case type as a guideline for additional materials that may help to explain your project. For further information regarding the Pre-application process, or for assistance in determining whether such review would be advantageous prior to submittal of a development case, please phone the City of Irvine Development Assistance Center at 949-724-6308.

SUBMITTAL REQUIREMENTS

SECTION A: CITY DOCUMENTS

- [Development Case Application](#)
- [Developer Deposit Case Set Up](#)

SECTION B: LETTER OF EXPLANATION

This letter should be addressed to the City. It should describe the project or business in your own words and include:

1. General project description
2. A list of your concerns and questions
3. Identification of any specific review requests

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SECTION C: DEPOSIT CHECK PAYABLE TO THE CITY OF IRVINE

- A deposit of \$3,000 is required.

SECTION D: CONCEPTUAL PROJECT PLANS

- One (1) copy of 11" x 17" reduced project site plan.

Conceptual project plans must be legible. The City recommends they be drawn to scale to clearly illustrate the components of the project. Remember that City staff may not be familiar with the property and will need this information to evaluate your project.

SECTION D: ADDITIONAL MATERIALS

Any information you feel would help to explain the project and further staff's understanding of your objectives.