



PRELIMINARY REVIEW APPLICATION

GENERAL INFORMATION

Please contact the Department of Environmental Services/Planning Division at (805) 583-6769 for any questions regarding this application or required materials.

SUBMITTAL REQUIREMENTS

- Preliminary Review Application Sheet
- Application Fee
- 4 full-sized color copies of site exhibits/documentation (2 copies of any elevations or floor plans). There are no specific types of exhibits required, however the materials submitted should be sufficient to provide a comprehensive overview of the proposed project. Refer to Section IV of the Formal Application for recommended guidance for preparation these exhibits. All exhibits must be folded to 8.5"x11".
- 2 digital sets of all site exhibits/documentation on CDs or USB Flash Drives. Refer to Appendix U, in Section IV of the Formal Application for the City's electronic submittal requirements.
- **Appointments are required for a submittal.** Please contact the Planning Counter at (805) 583-6769. Counter hours are from Monday to Friday, 8 a.m. to 5 p.m. (closed from 12 p.m. to 1 p.m.).

ACKNOWLEDGMENT

The undersigned is hereby informed, and acknowledges having been so informed, of the following:

1. All City-issued permits and approvals are issued pursuant to the authority and subject to the requirements contained in Federal, State, County, Special District, and City codes, and in accordance with written policies and procedures adopted by the City Council, and subject to specific written conditions and exactions applicable to the request;
2. Statements or representations by City Employees concerning the foregoing requests, codes, policies, standards, and procedures are believed to be accurate; however, such accuracy is not guaranteed. Applicants are advised to refer directly to the codes and written policies and procedures applicable to the request. It is expressly understood that the decision-making body(ies) are not bound by staff recommendations but that they may exercise their sole and full discretion concerning the request;
3. Conditions imposed upon development approvals do not constitute contractual consideration, but are imposed by the City for the sole purpose of ensuring compliance with all applicable standards and for the protection and promotion of the public health, safety, and welfare.

CERTIFICATION

An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).

I/we _____ hereby certify, under penalty of perjury, that I/we am/are the Property Owner(s) or authorized to make this application by the Property Owner(s). I/we further certify that this application has been prepared in compliance with the requirements of the Simi Valley Municipal Code, that the materials are being submitted as a Preliminary Review application, and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true and correct.

Signature _____ Name _____

Mailing Address _____

Signature _____ Name _____

Mailing Address _____

(Attach additional sheets if necessary)

Disclosure: *Has the applicant had financial involvement (including political campaign contributions) in excess of \$250.00 with any elected or appointed Simi Valley official in the last 12 months?*

YES _____ **NO** _____

All applications must have all signature(s) notarized by a Commissioned Notary Public.

FOR STAFF USE ONLY	ES Billing No. _____	Application No. _____
	Received by: _____	Date: _____

APPLICANT INFORMATION

Name of Applicant _____

Address _____

Telephone _____ E-mail _____

Name of all property owner(s) _____

(Attach additional sheets to include the names, addresses, and phone number of all property owners)

Address _____

Telephone _____ E-mail _____

Name of other person to be notified _____

(Attach additional sheets to include all consultants involved with this project)

Address _____

Telephone _____ E-mail _____

SITE INFORMATION

Please list all Addresses and Assessor's Parcel Numbers (APNs) for the project site:

Assessor's Parcel Number(s) _____ Street Address (if any) _____

Project/Shopping Center Name: _____

Neighborhood Council Number: _____

Legal description of property (Attach additional sheets if necessary)

Size of the property (Acres or Square Feet) _____

PROJECT INFORMATION

Zone Designation: Existing _____ Proposed _____

General Plan Designation: Existing _____ Proposed _____

Existing Use of Land _____

Brief statement of request (including major physical alterations proposed) _____
