



# City of Calistoga Planning & Building Department

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FOR DEPARTMENT USE ONLY

FILE# \_\_\_\_\_  
IS# \_\_\_\_\_  
AP# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
APPLICANT \_\_\_\_\_

## PRE-APPLICATION CONSULTATION AND CONCEPTUAL DESIGN REVIEW

### PURPOSE

As highly recommended for larger and/or phased projects, the Pre-Application Consultation/Conceptual Design Review process consists of a 30-day review of your conceptual design by City Departments following by a meeting between staff and your project team during the 5<sup>th</sup> week. At this meeting, staff would inform you of any potential issues associated with the project proposal, any specific studies needed, and detailed submittal requirements needed to process your proposal.

At your request, staff would then proceed forward to the Planning Commission for their review and comment on the project's conceptual design after a public notice has been to the newspaper and property owners with a 300' radius of the project site. Afterwards, you and your project team will have sufficient information to begin the processing of your project application(s).

### APPLICATION CHECKLIST

A complete application will ensure its prompt processing. If you have any questions, please contact the Planning Division.

### Application Submittal Requirements

- \_\_\_\_\_ 1. A completed Planning Division Application signed by all property owners holding a title interest.
- \_\_\_\_\_ 2. Application fee consisting of a developer deposit in the amount determined by the Planning Director dependent on the size and scope of the proposed development.
- \_\_\_\_\_ 3. A detailed project description explaining the development, the type of business or other use proposed; size and intensity of proposed use (building square footage to be occupied, number of employees); days and hours of operation; anticipated car and truck traffic; proposed new construction, type of architecture proposed and vision for development, potential phasing, desire for a development agreement with the City, etc.
- \_\_\_\_\_ 4. Fifteen (15) copies of dimensioned conceptual site plans, landscape plans, elevations, floor plans and color elevation renderings for the proposal with as much detail as practical. All plans should be combined into packets containing one of each sheet. All plans must be folded to 8 ½" by 11" (24" by 36" is the maximum size accepted). Provide reduced paper (11" x 17") and digital copies of all plans.
- \_\_\_\_\_ 5. Conceptual colors and materials board.
- \_\_\_\_\_ 6. For Planning Commission review only: A list of and mailing labels for property owners within a 300' radius of the project site with an affidavit from the title company certifying that the mailing list is current.