



PRE-APPLICATION CONFERENCE

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City of Murrieta – Development Services Department
1 Town Square, Murrieta CA 92562

April 2018

This Information Bulletin describes the types of pre-application conferences offered to customers prior to formal submittal of an application. Contact the Community & Project Assistance Center at (951) 461-6061 with any questions.

I. PURPOSE

The purpose of a pre-application conference (meeting) is to provide an opportunity to review the project with City staff in a preliminary form to finalize substantial requirements and receive a cursory identification of potential project issues before a formal application is submitted. This will help reduce permit review times and streamline project processing once the application is officially filed. Outcomes of a pre-application meeting include the following.

- A. Advise a prospective applicant of the current City standards, requirements and permit processes.
- B. Assess whether a development proposal is consistent with the standards and requirements before significant investment is made.
- C. Identify special studies or analysis that will be required, along with potential project mitigation.
- D. Provide recommendations on project design to help minimize impacts to neighborhoods and environment.

II. TYPES OF PRE-APPLICATION MEETINGS

The Development Services Department (DSD) offers two types of pre-application meetings.

A. Initial Consultation Meeting

An Initial Consultation Meeting is typically conducted over the counter where City staff provides applicants with general process information or guidance on a single-topic issue. They are not intended to take significant City resources to complete and no formal letter is offered.

B. Pre-Application Meeting

A pre-application (Pre-App) Meeting consists of a detailed review of a proposed project prior to formal application submittal and is intended to identify and resolve major issues that may affect project feasibility. The remaining sections within this Information Bulletin pertain to Pre-App Meetings.

III. PROJECTS REQUIRING A PRE-APP MEETING

A Pre-App Meeting is recommended, but not required, for complex or controversial projects that require more evaluation than can be accomplished by Community and Project Assistance Center staff or through an Initial Consultation Meeting.

Documents Referenced in this Information Bulletin

- Pre-Application Information Worksheet, [DS-240](#)

While not mandatory, Pre-Apps Meetings are strongly encouraged for the project types listed below.

- General Plan Amendments/Rezoning
- Specific Plans
- Major Subdivisions (>50 units)
- Major Commercial/Industrial Projects

IV. APPLICATION AND COSTS

Applicants are required to complete the Pre-Application Meeting Information Worksheet and submit the request along with the required fee to a technician at the Community & Project Assistance Center located at City Hall.

Please include eight (8) copies of 18" x 24" in size folded to 8 1/2" x 11" and three (3) 11" x 17" reduced copies of your preliminary plans with your Pre-Application request.

Pre-App Meeting Fee\$1,000
Initial Consultation Fee.....Free

V. PREPARATION AND ATTENDANCE

It is important that applicants provide as much detail about the proposed project in order to maximize the value of a Pre-App Meeting --- The more information provided to City staff, the more comprehensive the review and feedback.

Once the application and material have been submitted, a Project Planner will be assigned and will contact the applicant within five business days to inform them that the request has been received and is undergoing review.

The pre-application review process will generally include an interdisciplinary team of City staff (i.e., Planning, Fire, Engineering, Building, and Community Services) who will review and provide comments to the Project Planner. The Project Planner will assemble the comments into one comprehensive comment letter, which will be given to the applicant at, or following the Pre-App Meeting.

The Pre-App Meeting, which will typically be held on Tuesday mornings at City Hall, will be conducted within 30 days following application submittal. The Project Planner will work with the applicant on setting a date that works with their respective schedules.