City of Escondido
Pre-Application Meeting

A Pre-Application Meeting provides a developer with the opportunity to vet a proposed project with City staff prior to making a formal submittal for a major development project. Meetings are facilitated by the Planning Division, and all departments that are involved in the development review process will have representatives in attendance. The intent of the meeting is to identify significant areas of concern that will need to be addressed during the development process, and to allow the applicant to ask questions. Additionally, it is equally important to be aware that the **review of future formal submittals made for a project which was initially reviewed at a pre-application meeting may identify additional issues which were not raised or addressed during the pre-application process.**

After initial consultation with Planning Division staff, electronic copies of your preliminary plans shall be submitted through the *City of Escondido Permit & License Portal*. Pre-application meetings are held on Tuesday mornings at 11 a.m. and are based on availability. A meeting will not be scheduled until plans have been submitted. The typical lead time to get on a pre-application meeting agenda is two weeks, however no guarantee is made regarding your meeting date until it has been confirmed by Planning Division staff.

The initial consultation with staff will not require payment. Subsequent meeting request for a project will be subject to any applicable fees.

Please contact the Planning Division at 760-839-4671, or via email planning@escondido.org, with any questions prior to submitting an application through the portal

APPLICANT/CONTACT PERSON

Name (Print): _____

Address:_____

City, State, Zip: _____

Phone:_____

Fax:_____

E-mail:_____

Signature: _____

PROPERTY OWNER (*if different from above*)

Name (Print): _____

Address:_____

City, State, Zip: _____

Phone:_____

Fax:_____

E-mail:_____

Signature: _____

SITE INFORMATION

Address:_____

Assessor Parcel No.: _____

Property Size: _____

Building Size: Existing: _____

                        Proposed: _____

General Plan Designation: _____

Zone:_____

BRIEF PROJECT DESCRIPTION (*attach a sheet, if necessary*)

_____

_____

_____

_____

_____

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Community Development
Planning Division
201 N. Broadway
760-839-4671
www.escondido.org/planning

Minimum Required Information on Plans:

1. Location map
2. North arrow
3. Engineering scale
4. Assessor's parcel number
5. Street address (or hundred block)
6. Existing and proposed zoning
7. Brief project description/scope
8. Total building square footage(s) (including accessory structures)
9. Property lines
10. Existing and proposed structures, streets, street improvements, utilities, right-of-way width, driveways, parking spaces, landscaping, etc., and dimensioned setbacks
11. Parking information (required and provided)
12. Storm Water Priority Development Project checklist (https://www.escondido.org/Data/Sites/1/media/PDFs/Utilities/SWDesignManual/Forms/PDPI2aFormPriorityDevProjSubmittal.pdf)

The following information should be on the plans. The more information that you are able to provide, the better the City will be able to assist you.

1. Easements
2. Existing topographical lines and proposed slopes
3. Lot drainage patterns
4. Proposed elevations (all four sides)
5. Type of construction and occupancy
6. Number of stories (building height)
7. Conceptual sewer and water design
8. Sprinklered? Type of NFPA sprinkler system?
9. Existing and proposed fire hydrants
10. Accessible parking location and path of travel
11. Loading area
12. Location and type of proposed post construction BMPs