DEPARTMENT OF
PLANNING

# CITY OF BANNING

**99 E. Ramsey Street**, P.O**. Box 998**
**Banning, California 92220**
**Telephone: (951) 922-3125**
**Facsimile: (951) 922-3128**

## PRE-APPLICATION CONFERENCE

Applicants or their designated representatives may request a pre-application conference prior to formal submission of a single land use permit application.

During the conference, Department representatives will give the applicant an overview of departmental policies, plans, and requirements which relate to the proposed development project; shall review the appropriate procedures outlined in this Zoning Ordinance; and, shall identify possible alternatives or modifications related to the proposed project which may be desirable with respect to achieving the goals of the City's General Plan and Vision Statement.

The applicant should inform staff of any future plans, additions, phases, variances, as well as intended or potential changes to any aspect of the project, which relate to the existing or initial application. This will provide staff with a more complete overview of the developer's plans, and with a better idea of the full impact of these plans. Full disclosure at the beginning of the process should eliminate redundancy of effort, as well as confusion, and should help to clarify and streamline the application process.

**Fees:** *(There is no fee required for this service).*

In order for a proposed project to be scheduled for a pre-application conference on the earliest available date, the following information must be submitted in its entirety. Check the box of each requirement after completion to ensure all requirements have been fulfilled.

☐ 1. Completed **project information sheet**.

☐ 2. **Project Plans**: **Site Plan 11" x 17"** - Provide 15 complete sets of the plans. You may also provide architectural elevations, and conceptual landscaping/lighting plan; and, conceptual grading plan for submittals that include a proposed structure, parking lot, or earthwork in quantities requiring a grading permit in accordance with the City's Grading Standards. Please include the following information on the plans:

a) Name, address and phone number of person preparing plan(s),

b) North arrow, drawing scale and tax assessor's parcel number,

c) Vicinity map showing site location as it relates to the City boundaries,

d) Property lines of entire legal parcel(s),

e) Names of adjacent streets and closest intersections,

f) Width of adjacent streets and alleys,

g) Total area of the parcels involved,

h) Street or alley right-of-way dedications, if applicable (see the City's General Plan Street Circulation Element),

i) All existing or proposed Public Works improvements within adjacent streets and alley right-of-way (curb, gutter, street lights, sidewalks, power poles, fire hydrants, water and sewer lines, etc) necessary to serve the proposed project,

j) Existing or proposed public right-of-way within subject property, with dimensions,

k) Existing or proposed easements within or immediately outside subject property, showing full width,

l) Existing and proposed buildings, parking stalls, trash enclosure, landscaping and prominent features (i.e. obvious drainage channeling, mature trees, unusual topography, etc),

m) Drive-way widths and distance from property line.

****All full size plans must be collated, stapled, and individually folded to a uniform size (9"x 12" maximum) prior to submittal.**

PLEASE NOTE: You are encouraged to have your drawings prepared by a professional architect, civil engineer, land surveyor, draftsperson, or other qualified professional using a standard architectural or engineering scale.

**Useful References/Internet links:**

1. City of Banning General Plan adopted January 31, 2006 (http://www.ci.banning.ca.us/index.aspx?NID=54).
2. City of Banning Zoning Code Title 17 (http://www.ci.banning.ca.us/index.aspx?NID=54).
3. City of Banning Zoning Map (http://www.ci.banning.ca.us/index.aspx?NID=54).
4. Building & Safety Information (http://www.ci.banning.ca.us/index.aspx?nid=72).
5. Multi-Species Habitat Conservation Plan (MSHCP) (http://www.rcip.org/conservation.htm).
6. California Environmental Quality Act (CEQA) (http://ceres.ca.gov/ceqa/).
7. Riverside County Airport Land Use Commission (ALUC) (http://www.rcaluc.org/).
8. Riverside County Department of Environmental Health (http://www.rivcoeh.org/opencms/rivcoeh/).
9. CALFIRE - Riverside County Fire Department (http://www.rvcfire.org/opencms/functions/).

**REQUEST FOR PRE-APPLICATION CONFERENCE**
**PROJECT INFORMATION SHEET**
**CITY OF BANNING**

APPLICANT:

Name: _____

Address: _____

Phone #: _____ Fax #: _____

PROJECT LOCATION/SITE ADDRESS: _____

ZONING: _____ GROSS ACREAGE: _____

Briefly describe what the project involves, and what it will be used for: _____

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*(YOU MAY ATTACH ADDITIONAL INFORMATION)*

Will other permits, reviews, or approvals be required in connection with this project from outside the City (i.e. County of Riverside, State of California, or other Federal agencies)? If yes, please briefly describe the type of permit, review, or approval that will be required: _____

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***The pre-application process is an informal exchange of ideas and information in response to information provided by the applicant. The information provided by City during the pre-application conference does not constitute a waiver of any requirements contained in the City's Municipal Code or other development regulations.***