



PALMDALE  
a place to call home

**PRE-APPLICATION SUBMITTAL**

City of Palmdale  
Planning Division  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
planningdiv@cityofpalmdale.org

Pre-Application No.: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_  
Print Name

INSTRUCTIONS TO APPLICANT

The following application form is provided for all persons who propose to file for approval of a project with the City of Palmdale. These projects will be reviewed by the Development Advisory Board (DAB).

The applicant must complete the attached from as prescribed and incorporate all requested information before the application is accepted for processing by the Planning Division.

**NOTE: ALL PLAN SHEETS SHALL BE INDIVIDUALLY FOLDED BY PLAN TYPE BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE. STACK-FOLDED, STAPLED, ROLLED, OR BOUND PLANS WILL NOT BE ACCEPTED.**

**PRE-APPLICATION SUBMITTAL CHECKLIST**

\_\_\_\_\_ The checklist and completed Data Sheet.

\_\_\_\_\_ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivision(s), creeks, railroads, and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½” x 11” paper. **NOTE: Thomas Guide maps are not acceptable.**

\_\_\_\_\_ 20 copies of the proposed plot plan folded to a maximum of 8½” 11” in size. **NOTE: See attached requirements.**

\_\_\_\_\_ 10 copies of the proposed elevations (if applicable) folded to a maximum of 8½” x 11” in size. **NOTE: See attached requirements.**

\_\_\_\_\_ 10 copies of the proposed floor plans (if applicable) folded to a maximum of 8 ½” x 11” in size. **NOTE: See attached requirements.**

\_\_\_\_\_ Any other information the project proponent may deem pertinent.

\_\_\_\_\_ **Fee of \$195**

If you have any questions regarding this application packet or required materials, please call the Planning Division.

**PRE-APPLICATION DATA SHEET**

Pre-Application No.: \_\_\_\_\_

**REQUEST TO SUBDIVIDE:** \_\_\_\_\_ acres into \_\_\_\_\_ lots, \_\_\_\_\_ detention  
(Number) (Number)  
basin lot(s) and \_\_\_\_\_ other lots.  
(Number) (Define)

Types of lots: Industrial  Commercial  Single-Family   
Condominium  Multi-family  Other \_\_\_\_\_

**REQUEST TO DEVELOP:**

\_\_\_\_\_ acres \_\_\_\_\_  
(Number) (Type of Use\*) (No. of Bldgs.) (Total Square Feet)

\*Types of uses: Industrial (mfg., service, warehouse); Commercial (retail, office, medical, restaurant); Residential (condo, apartments, single-family); Other (please specify).

**OTHER:**

Existing Zoning: \_\_\_\_\_

Existing General Plan Designation: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

**Project Location** (Address if Available): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name)

List case number(s) of all previous applications filed on this site:

**APPLICANT:**

Name and Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

**OWNER:**

Name and Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

**ENGINEER/REPRESENTATIVE:**

Name and Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

## **FORM OF SUBMITTAL AND CONTENTS REQUIREMENTS FOR ALL PRE-APPLICATIONS**

The following minimum information should be shown on exhibits. **NOTE: ALL PLAN SHEETS SHALL BE INDIVIDUALLY FOLDED BY APPLICANT TO A MAXIMUM 8½" x 11" SIZE. STACK-FOLDED, STAPLED, ROLLED, OR BOUND PLANS WILL NOT BE ACCEPTED.**

### **PLOT PLAN:**

1. Legend: Scale, north-arrow, name and phone number of applicant, address of project, name, address, and phone number of person preparing the plan.
2. A Vicinity Map of the area showing adjoining subdivisions, creeks, railroads, major cross streets and other data sufficient to locate the proposed project in relationship to the surrounding community.
3. Existing and proposed lot lines general contours.
4. Location, dimensions, and use of existing and proposed structures. Show open stairways and other projections from exterior building walls, including entrances and exits, and handicap ramps.
5. Location, height, and materials of all walls and fences.
6. Completely dimensioned layout of traffic/circulation patterns (dimensions of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, vehicle ingress and egress to buildings). Number of required and proposed parking spaces, including handicap spaces.
7. Location and species of all existing trees on-site.
8. Show all existing uses, structures, walls, fences, grades, and mature trees within 50 feet of project boundary. Additionally, all driveways within 150 feet of subject property shall be shown.
9. General Analysis: Density (residential uses only), lot area, percent of building coverage and area devoted to landscaping on the subject site, or other pertinent statistics.
10. Indicate street pattern of adjacent tracts to assure that streets within proposed tract properly align with off-site streets.
11. Indicate right-of-way width and condition of right-of-way improvements fronting subject parcel or parcels and on adjacent parcels. Curb, gutter, sidewalks, and pavement widths shall be shown.

12. For applications involving uses within existing commercial/industrial centers, all existing uses shall be identified, square footage for each use provided and all existing parking within the center shown on plans.

**BUILDING ELEVATIONS (if applicable):**

1. All principal exterior walls, fences, roof projections, and other structures with height dimensioned.
2. Type of roof and wall materials (finished surface) to be used.

**FLOOR PLANS (if applicable):**

1. Basic interior layout with use of all rooms labeled.
2. Restaurants and similar uses shall have seating areas and number of seats clearly delineated.

**NOTIFICATION OF DAB MEETING:**

1. Insert the name and address of the person to be notified regarding the date and time of the DAB meeting. If you have more than one person to notify, please fill out extra forms.
2. Insert the location/address of the project.