



**CITY OF MERCED  
PLANNING DIVISION  
DEVELOPMENT PRE-APPLICATION  
678 W. 18<sup>th</sup> Street  
Merced, CA 95340  
(209) 385-6858  
FAX (209) 725-8775**

For Office Use Only

RECEIPT NO.	PRE-APP NO
FILING FEE	DATE
CHECK NUMBER	RECEIVED BY

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**Name of Property Owner:** \_\_\_\_\_ **Address/City/State/Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

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**Name of Applicant:** \_\_\_\_\_ **Address/City/State/Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

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**Street Address or Location of Property (Be Specific):** \_\_\_\_\_

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**Assessor's Parcel Number(s):** \_\_\_\_\_ **Present Zoning:** \_\_\_\_\_

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**Detailed Description of Proposed Project:** \_\_\_\_\_

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**PROPERTY OWNER'S SIGNATURE**  
(Required)

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**PROPERTY OWNER'S ADDRESS**

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#### **GENERAL INFORMATION ABOUT PRE-APPLICATIONS**

Pre-applications are designed for all types of development applications to get the initial reaction of the city staff regarding a particular project. We encourage all applicants to begin a project with a pre-application. It involves minimal costs and time and often, in fact, saves time and money in the long run if an applicant can plan the project according to projected requirements rather than be required to change a project in mid-stream. This will make the public hearing and construction approval much smoother for all concerned. The staff will review a preliminary set of plans or concepts and suggest revisions if necessary. After a pre-application is reviewed, an official application must be submitted by the applicant to continue the decision-making process. Final decisions on all applications must be made by the Planning Commission or City Council.

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**MATERIALS TO SUBMIT**

One copy of drawings, sketches, photos and/or a written description of the item(s) for review should be submitted along with the application. Any other pertinent information that will assist staff in reviewing your proposal should also be submitted. It is not necessary to prepare architectural/engineering quality drawings for a pre-application. However, sketches or a written description must be detailed enough to allow efficient review by staff.

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**PRE-APPLICATION REVIEW COMMENTS**

A pre-application may be submitted at any time. Staff usually reviews development projects on Thursday afternoons. Pre-applications are usually reviewed within two weeks of application. The applicant will receive a phone call from the Project Planner notifying you of when your project will be reviewed. The applicant is encouraged to attend the meeting, but if you are unable to, the Project Planner will phone you as soon as possible after the meeting to review staff comments. After receiving staff comments, it is up to the applicant to file an official development application to proceed with the project.

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**CREDIT FOR FEE**

A pre-application review charge will be assessed on any request to consider a particular piece of property for development activity. This charge will be credited against any development application deposit subsequently received from the applicant for the subject project.

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**FOR OFFICE USE ONLY****TYPE OF PROJECT FOR REVIEW (Check Appropriate Box)**

- |   |  |
|---|--|
| <input type="checkbox"/> Annexation   | <input type="checkbox"/> Rezoning                        |
| <input type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> Sewer/Water Agreement           |
| <input type="checkbox"/> Determination  | <input type="checkbox"/> Subdivision                     |
| <input type="checkbox"/> General Plan Amendment   | <input type="checkbox"/> Site Utilization Plan Revision  |
| <input type="checkbox"/> Minor Subdivision (Lot Split, Boundary Adjustment, Lot Merger) | <input type="checkbox"/> Zone Change From _____ to _____ |
| <input type="checkbox"/> Planned Development Establishment                              | <input type="checkbox"/> Other _____                     |

**ITEMS FOR REVIEW (Check Appropriate Box)**

- |  |   |
|--|---|
| <input type="checkbox"/> Site Planning             | <input type="checkbox"/> Proposed Use(s) – Describe Below |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Streets and Access               |
| <input type="checkbox"/> Zoning                    | <input type="checkbox"/> Signs                            |
| <input type="checkbox"/> Density                   | <input type="checkbox"/> Landscaping                      |
| <input type="checkbox"/> Sewer/Water Availability  | <input type="checkbox"/> Trash Collection Options         |
| <input type="checkbox"/> On-Site Circulation       | <input type="checkbox"/> Fencing                          |
| <input type="checkbox"/> Public Improvement        | <input type="checkbox"/> Other: _____                     |
| <input type="checkbox"/> Parking Layout and Ratios |   |

Additional Comments/Descriptions:

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*N:Shared:Application Forms:Development Pre-Application*