



PRE-APPLICATION SUBMITTAL FORM

STAFF USE ONLY

Pre-Application Case No.: _____

Case Planner: _____

Date Submitted: _____

All submittal requirements for pre-application must be discussed with a planner at the Permit Services Center (633 E. Broadway, Rm. 101) prior to submittal. After you have completed your application packet and are ready to submit, call the Planning Division at (818) 548-2140 to request a case planner assignment. Please complete (PRINT or TYPE) the following information:

PART 1 – PROPERTY INFORMATION

Project Address: _____ Zone(s): _____

APN No(s): _____ Lot Size: _____

Property Legal Description: _____

PART 2 – APPLICANT INFORMATION

First Name Last Name Company

Street Address City State Zip Code Area Code - Phone Number

Email Address

PART 3 – PROJECT INFORMATION

Project Type (check one):

- Single-Family Single-family Hillside Multi-family Residential
 Commercial Industrial Mixed-Use
 Other, please specify: _____

Scope of Work: Provide a detailed scope of work for your project (i.e., existing and proposed uses, square footages, architectural style change, demolition, etc.). For additions, indicate change in height/number of stories if applicable.

PART 4 – DEVELOPMENT STANDARDS FORM

Applicant is responsible for completing the development standards spreadsheet and including it with the pre-application submittal package. Review the requirements outlined in the Zoning Code (GMC Title 30) to complete the form: <http://gcode.us/codes/glendale/>

PART 5 – ENTITLEMENTS

Please indicate which entitlements you intend to apply for based on the scope of your proposal (i.e. Design Review, Variance, Parking Reduction Permit, etc.) Depending on the scope of your project, more than one entitlement may be required.

- Administrative Exception (GMC 30.44)
- Administrative Use Permit (GMC 30.49)
- Conditional Use Permit (GMC 30.42)
- Density Bonus (GMC 30.36)
- Design Review (GMC 30.47)
- Parking Exception Permit (GMC 30.32.020)
- Parking Reduction Permit (GMC 30.50)
- Parking Use Permit (GMC 30.51)
- Subdivision (i.e. Raw Land, Condominiums, etc.) (GMC 30.11, and GMC Title 16)
- Variance (Use, Setback, or Standards) (GMC 30.43)
- Other, please specify: _____

PART 6 – ENVIRONMENTAL CONCERNS

Please answer the questions below. This information will be necessary for staff to determine if additional environmental review will be required in accordance with the California Environmental Quality Act (CEQA).

1. Is the subject property located in any of the following areas?
Primary Ridgeline: Yes No Secondary Ridgeline: Yes No Blueline Stream: Yes No
2. Is the subject property located in any of the following Landslide Hazard-Prone areas?
Liquefaction Zone: Yes No Landslide Hazard Zone: Yes No
 • If yes to either of the above, have you prepared a Geotechnical Study? Yes No
3. Are there any Indigenous Trees (oak, bay, sycamore) on or within 20 feet of site? Yes No
If you answered yes:
 - Removal Proposed? Yes No
 - Have you consulted with the Public Works Urban Forestry Division? Yes No
 - Have you prepared an Indigenous Tree Report yet? Yes No
4. The following information will be required to determine if the property is a historic resource.
 - Year Built (existing development): _____ Demolition Proposed Yes No
 - Located in a Historic District? Yes No If yes, is it a contributor? Yes No
 - Is this a National, State, or Glendale Register property? Yes No
 - Property previously identified/surveyed as a historic resource by the City? Yes No
5. The following information is required for single-family development on hillside properties.
 - Topographic Survey Prepared Yes No
 - Average Current Slope (GMC 30.70. 200) Yes No
 - Anticipated Amount of Grading: _____ CY (Import: _____CY Export: _____ CY)

Note: Failure to furnish any of the requested information will delay action on the request. Only Complete Applications will be accepted. Attach additional pages as needed.