



Received By: _____
Date: _____

**City of Rialto
Planning Division
Pre-Application Meeting Request**

Pre-App No.	Date:
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The Pre-application meetings are a free service encouraged prior to submittal for the review of procedures and criteria for entitlement applications. This meeting is to provide preliminary information and guidance prior to submitting a formal entitlement application. If assistance is needed with completing this form, please contact the Planning Division at 909-820-2505.

Applicant's Name: _____
Company Name (if any): _____
Applicant's Contact No.: _____ Ext _____
Mailing Address: _____
E-Mail Address (if any): _____
Project Name (if any): _____

Please provide the following information regarding your proposed project site:

Assessor Parcel Numbers (s): _____
Property Address/Intersection: _____
General Plan Designation _____
Zoning District /Specific Plan _____
Specific Plan Designation _____
TTM/TPM No. (if applicable) _____

Please provide a detailed description of your project/business. (Attach additional sheets if necessary).

Submit two (2) sets of 11 x 17 size preliminary sets of plans, elevation, and floor plans all folded with this application and include an electronic copy in a USB drive (thumb drive).



City of Rialto
Community Development Department
150 S. Palm Street, Rialto, CA
(909) 820-2505
www.rialto.org

Before You Start ...

Before you submit your application, use this checklist showing common issues that can affect project timelines and approvals. This will help avoid unnecessary delays and is especially important for small projects completed without the help of a design professional.

- I have checked to see if my zoning landuse is correct for my project and the requirements are for my property. Contact: Planning (909) 820-2505.
- I have reviewed the fees associated with this project and have the funds or financing available.
- I have reviewed the various entitlement and development impact fees associated with this project.
- I have checked the requirements for parking and have the space available to meet these requirements. Contact: Planning (909) 820-2505.
- I have checked to see if my property is in a sensitive habitat (if vacant) area or may be home to an endangered species. Contact: Planning (909) 820-2505.
- I have reviewed my title report to ensure that there are no easements conflicting with my project.
- I have checked the requirements for any off-site public improvements to be constructed on and adjacent to my property including street widening and/or medians, sewer, and other utility extensions, underground of existing overhead utilities, storm drainage, etc. Contact: Engineering (909) 421-4999.
- I am familiar with when a Water Quality Management Plan (WQMP) is required and for onsite retention of water such as a basin or underground system based on a 100 year storm event.

Applicant Signature: _____

Date: _____