



**Development Services Department
Planning Division**

TO: APPLICANTS, ENGINEERS, AND ARCHITECTS

**FROM: GINA GIBSON WILLIAMS
PLANNING MANAGER**

RE: PROCEDURES FOR SUBMITTALS

In our continuing effort to provide excellent customer service, the Planning Division implemented the following **FREE** customer service tools to save time and financial resources, provide project information at the onset of the entitlement and dedicate staff resources to your project:

Conference Type	Benefit
Pre-submittal	Assists developers with making decisions prior to close of escrow or due diligence
Formal Submittal	Expedites initial filing and completeness review of formal development applications

Pre-submittal conferences and formal submittals with the Planning Division staff are taken by appointment. Appointments occur *every Monday between the hours of 8:00 AM. and 5:00 PM.*

To schedule a pre-submittal conference or a formal submittal, please contact the Planning Division staff at planning@rialto.ca.gov or (909) 820-2535.

Please note, that applications submitted without an appointment will require additional time to process.

Thank you for your investment in Rialto!