



Community Development Development Review Group Pre-Application Meeting Information Form

DRG Meetings occur from 10:00 AM to noon on Thursdays by appointment only. Meetings will be scheduled after staff review of submitted plans

All meeting requests should include the following information, at a minimum:

- A fully-dimensioned preliminary site plan, including property lines; existing/proposed building footprint and setbacks; adjoining streets; parking and circulation aisles; driveways; parking stalls; landscaping; and stormwater detention areas. A statement of operation is required for non-residential projects.
- Photographs of site and surroundings (optional).
- Any other documents that may assist staff to answer the questions you want resolved through the preliminary review process.
- Any other information that is pertinent to the proposal.

Please provide as much detail as possible. The more information given, the better City Staff can prepare to answer your questions and eliminate delays for responses.

Fee:	See Planning Application Fee Schedule: www.cityofgilroy.org/273/Planning-Applications-and-Checklists		
Contact Name:		Phone #:	
Email:			
Project Engineer / Architect Name(s), Telephone, and Email:			
Property Address(es) / Assessor's Parcel Number (APN):			
Current Use:			
Proposed Uses (please be specific and detailed):			
Proposed Exterior Changes:			
Proposed Interior Changes:			



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Describe Hazardous Material, Chemical, or Combustible Material Storage:

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List Questions, Issues, or Items for which You Need Clarification:

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Does the site have any structures that are 50 years old or older? Yes No If yes, describe:

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Are there any easements, development agreements, or other conditions that affect the site? Yes No If yes, describe:

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Have you completed a parking analysis consistent with Article 31 of the Zoning Ordinance? Yes No If yes, attach.

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For city staff use only:			
Meeting Date:	/ /	Meeting Time:	: AM
Planner:			