



Community Development Development Review Group Pre-Application Meeting Information Form

DRG Meetings occur from 10:00 AM to noon on Thursdays in ½ hour increments. Meetings must be requested by 5:00 p.m. Monday the week prior to the requested date.

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. **Please see the reverse side for additional questions, information, and submittal requirements.**

Contact Name:		Phone #:	
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Email:	
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Attending Engineer / Architect Name(s), Telephone, and Email:

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Property Address(es) / Assessor's Parcel Number (APN):
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Current Use:

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Proposed Uses (please be specific and detailed):
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Proposed Exterior Changes:

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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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This form and the information requested on page two must also be submitted by 5:00 p.m. Monday the week prior to the preferred meeting date. You may submit to Zinnia Navarro in person or by email at DRGRequests@cityofgilroy.org.



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Have you completed a parking analysis consistent with Article 31 of the Zoning Ordinance? Y / N If yes, please attach.
Does the site have any structures that are 50 years old or older? Y/N If yes, please describe.
Are there any easements, development agreements, or other conditions that affect the site? Y / N If yes, describe.

A courtesy Pre-Application Review is available where verbal responses to a proposal are provided at the meeting. As a free service, responses are generally brief. For a fee, a more formal Pre-Application DRG Review can be requested, where inputs from various departments are coordinated and a written response is provided for your records.

Please provide as much information as possible to assist in the review of your proposal. All meeting requests should include the following information, at minimum:

- Preliminary Site Plan including property lines; existing/proposed building footprint and setbacks; adjoining streets; parking and circulation aisles, driveways, and parking stalls.
 - An aerial photograph with subject site identified may be substituted for the site plan if no exterior changes are proposed at the site.
- 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.

For city staff use only:			
Meeting Date:	/ /	Meeting Time:	: AM
Appointment Assigned by:			