



Conceptual Development Review Application
 PLANNING SERVICES DIVISION

The following minimum information and materials are needed to submit an application for Conceptual Development Review. However, the more comprehensive and detailed your submittal, the more comprehensive the comments from City Departments. All plans and materials must be collated, folded and be able to fit in a standard 8 ½ x 11 inch folder. Plans need to be drawn to scale and have one of the following minimum dimensions: 11" x 14", 18" x 24", 24" x 36", or 30" x 42".

The applicant is to check off and present to Planner upon submittal:

Item No.	Copies Needed	Item Description	Check if submitted
1.	12	Conceptual Site Plan – Include address, dimensioned property lines, adjacent uses, driveway locations, parkway landscape and side walks, building footprints, setbacks, landscape planters, parking lots, outdoor storage, proposed land uses, etc.	
2.	3	Project Description – A written description of the project including the existing and proposed land uses, demolitions, new/existing improvements, days of operation, number of employees per shift, anticipated schedule, square footages, etc.	
3.	1	Photographs - One set of photographs mounted on 8.5" x 11" sheets of paper, with the direction clearly labeled of all existing building elevations and views of the property from adjacent streets/properties.	
4.	1	Parking Tabulation – Based upon maximum square footages and land uses proposed (this information can be placed on the site plan).	
5.	1	<u>Environmental/Project Information Form</u> – Obtain form from the City of Anaheim Planning Department or download from the Planning Department website at www.anaheim.net .	
6.	1	<u>Depositor's Trust Fund (DTF) Setup Form</u> : Must include a check in the amount identified in the Planning and Zoning Fee Schedule.	
7.	1	Electronic Copies - Provide a USB or CD containing PDF or JPEG format digital copies of all submitted plans, photographs and supporting documentation.	
8.	3	List of Concerns (Optional) - A list of issues and/or questions the applicant would like City staff to potentially evaluate and address.	
9.	3*	Additional Information (Optional) - Any additional information or materials the applicant would like to include in their submittal package *12 copies for additional project plans	

Accepted By: _____
 (Planner's Signature)

Date: _____

**CONCEPTUAL DEVELOPMENT
REVIEW APPLICATION FORM**
PLANNING SERVICES DIVISION

Submit To: City of Anaheim Planning Department
200 S. Anaheim Boulevard, Room No. 162
Anaheim, CA 92805
Phone: (714) 765-5139; Fax: (714) 765-5280; webpage: www.anaheim.net/planning

APPLICANT INFORMATION (the individual or entity financially responsible for the project):

Name:

Address:

Zip Code:

Phone Numbers:

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E-Mail Address:

Fax Number:

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STATUS: Property Owner Agent Authorized
by Owner Other _____.

PROJECT INFORMATION:

Project Name:

Project Address
or Location:

Assessor's Parcel Number(s):

Project Description :

APPLICANT'S SIGNATURE:

It is the City of Anaheim's goal to expedite your proposal through the Conceptual Development Review process by ensuring that all City Departments have thoroughly reviewed your proposal. The more comprehensive your submittal, the more comprehensive the comments from City Departments. A Conceptual Development Review/Pre-file schedule is available at the Planning Department counter or at the Planning Department home page accessed from www.anaheim.net.

By signing below you are indicating that you have read and understand your obligations regarding the Conceptual Development Review application process and acknowledge that this application does not in any way constitute a vested right, and, that any new ordinance or resolution adopted prior to any required discretionary action or building permit may be applicable to the proposed project.

Applicant's Signature

Date