



**CONCEPTUAL DEVELOPMENT REVIEW
APPLICATION**
PLANNING SERVICES DIVISION

Electronic Submittal Requirements:

The following minimum information and materials required for the processing of a Conceptual Development Review. All plans must comply with the [E-Plan Submittal Requirements](#) and [Sheet Numbering Guidelines](#).

If you have obtained this application through our website, please contact a planner at 714-765-5139 to confirm applicability of the submittal items.

Submittal requirements are as follows depending on the type of request:

Item No.	Item Description
1.	Conceptual Plans – At minimum, provide a site plan. A floor plan, elevations, roof plans, and any other plan may be provided and is recommended. The site plan must include the address, dimensioned property lines, adjacent uses, driveway locations, parkway landscape and sidewalks, building footprints, setbacks, landscape planters, parking lots, proposed land uses, etc.
2.	Project Description - Describe the project/proposal and reason for the request. For businesses, include operations, number of employees, hours of operation, property tenant list, alcohol requests and any other pertinent information. For residential projects, include number of units, phasing/ timing plan and any other pertinent information.
3.	List of Concerns/Questions (<i>if applicable</i>) - A list of issues and/or questions the applicant would like City staff to potentially evaluate and address.
4.	Photographs - Includes interior and exterior project site photos. Label file names with the direction of the photo and a description (ex. West view of existing parking lot).
5.	Parking Tabulation (<i>if applicable</i>) - Based upon maximum square footages and land uses proposed. This information can be placed on the site plan.
6.	<u>Environmental/Project Information Form</u>
7.	<u>Depositor’s Trust Fund (DTF) Setup Form</u> - Must include a check in the amount identified in the Planning and Zoning Fee Schedule.
8.	Additional Information - Any additional information or materials the applicant would like to include in their submittal package.

CONCEPTUAL DEVELOPMENT REVIEW APPLICATION FORM

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 prior to Planning Director or Planning Commission consideration. The more comprehensive your submittal, the more comprehensive the comments from City Departments. A Conceptual Development Review/Pre-file schedule is available on the Planning Division [webpage](#).

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.

Signature: _____

Date: _____