



## *Applicants Guide to Submitting a* **PRE-APPLICATION**

The intent of a Pre-Application is that the City provide information and professional guidance to a prospective applicant prior to submittal of an entitlement application(s). An applicant may wish to submit a Pre-Application when they have extensive questions or desire feedback from City staff beyond that which may reasonably be provided through informal consultation. While a Pre-Application is recommended for General Plan Amendments and major development proposals, it is not required. Applicants should also be aware that the Pre-Application process does not serve to guarantee a certain outcome with respect to a future application.

Upon completion of a Pre-Application process, the applicant will be provided with: written responses to submitted questions; pertinent comments regarding the proposed project; zoning and other applicable code, regulations and guidelines information; and processing procedures for subsequent formal application(s). Comments may also include a staff project evaluation, identification of possible planning and environmental issues, identification of technical studies that may be required, Code interpretations (as requested) and compliance determinations; procedural information and/or estimated application processing time frames.

Pre-Application review will be coordinated by the Community Development Department. Comments on the subject project will be provided to the applicant approximately four weeks from the date of application submittal. Comments may include responses from other City departments/partners participating in the development review process, including, but not limited to Public Works/Traffic Engineering, Building, and Orange County Fire Authority (upon request and submittal of separate fee and application).

Pre-Applications may be submitted in-person to the Community Development Department Mondays, Tuesdays and Thursdays 8:00 a.m. to 6:00 p.m., Wednesdays 8:00 a.m. to 11:45 a.m., and Fridays 8:00 a.m. to 5:00 p.m., by mail, or electronically. The Community Development counter is closed for lunch daily between 11:45 a.m. and 1:00 p.m. Pre-applications should include the following items:

1. Completed "Planning Application" form;
2. Separate written project description;
3. List of questions and specific information requested;
4. **\$2,500** application deposit check **payable to City of Lake Forest;**
5. **\$538.00** (separate) check **payable to the Orange County Fire Authority (OCFA)** and completed OCFA Service Request (SR) form (forms are available at the Community Development Department counter) – as applicable/requested;

6. Five (5) hardcopy sets of project plans, and one electronic copy of the plans provided on a USB flash drive or via email. Please note that comments and/or feedback are dependent on plans and other information and questions provided by the applicant.

For additional information regarding the Pre-Application process, or for assistance in determining whether such review would be advantageous prior to submittal of a development case, please contact the Community Development staff at (949) 461-3535 or [planning@lakeforestca.gov](mailto:planning@lakeforestca.gov).