



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

The intent of a Pre-Application is that the City provide information and professional guidance to an applicant prior to the submittal of project specific discretionary case applications. An applicant may wish to submit a Pre-Application when a proposed project may have actual or perceived environmental, circumstantial or sensitive land use issues. While a Pre-Application is highly recommended for all General Plan Amendments and other significant development proposals, it is not required.

Upon completion of the Pre-Application process, the applicant shall be provided with technical, written comments regarding the proposed project's potential planning and environmental issues, zoning information, and processing procedures for subsequent development case applications. Specifically, the comments could include a staff project evaluation, identification of possible planning and environmental issues, identification of technical studies that may be required, zoning interpretation and compliance, procedural information and/or potential processing time frames.

Pre-Application review will be coordinated by the Community Development Department staff. Screencheck comments of the proposed project will be provided to the applicant approximately 4 weeks from the date of application submittal. The comments could include responses from any City departments participating in the development review process (including, but not limited to Public Works/Traffic Engineering, Building and Fire).

Pre-Applications may be submitted to the Community Development Department Monday, Tuesday and Thursday 8:00 a.m. to 6:00 p.m., Wednesday 8:00 a.m. to 11:45 a.m., and Friday 8:00 a.m. to 5:00 p.m. The Community Development counter is closed for lunch between 11:45 a.m. and 1:00 p.m. Please include the following items:

1. Completed Pre-Application form.
2. Letter of explanation (general project description, identification of specific applicant concerns).
3. **\$2,500** deposit for the application **payable to the City of Lake Forest** and a **separate check for \$538.00** for Fire Department review made **payable to the Orange County Fire Authority (OCFA)**.
4. Ten (10) sets of plans including a conceptual site plan and floor plan, conceptual landscape plan and conceptual grading plan (if available).

For further 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.