



City of Yreka
 Planning Department
 701 4th Street
 Yreka, CA 96097
 (530) 841-2386

PRE-APPLICATION MEETING REQUEST

What to Expect at the Pre-Application Meeting

The purpose of the Pre-Application Meeting is to offer applicants an initial review of preliminary or conceptual applications by interdepartmental staff. These meetings are intended to provide a better understanding of the City’s permitting processes and, through early consultation, troubleshoot project issues for potentially complex development proposals. Planning application fee estimates can also be provided to applicants, based on the submitted project description and information. Additional discussions after the Pre-Application Meeting may include all or a select number of staff to support progress toward submitting a complete application. All questions and comment should be directed to the Planning Department at planning@ci.yreka.ca.us

Pre-Application Meetings are held between 9AM to 11AM Monday through Thursday. Pre-Application meetings are scheduled approximately 14 days after your pre-application submittal and generally last one hour. You will receive an email confirmation for the time and date of your Pre-Application Meeting following the submittal of your completed application. The City can facilitate an in-person, hybrid, or online meeting at your request.

Pre-Application Meeting requests are currently available at no additional cost to the applicant. Pre-Application Meeting are not meant for city staff to design your project. Pre-Application meetings are not considered a public meeting and/or hearing; the City takes no formal action at these meetings and attending a meeting does not constitute a city decision on a project.

Applicant Information

Contact Name/Organization: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email Address: _____

Application Representative Information (if different from applicant - this will be the primary contact):

Contact Name/Organization: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email Address: _____

Property Owner Information *Property Owner Signature Required Below

(if multiple property owners, please include additional pages and consent signatures):

Contact Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Alternate Phone: _____
 Email Address: _____

Project Site Information

Project Name: _____

Zoning Designation: _____

General Plan Designation: _____

Site Address(es): _____

Assessor's Parcel Number(s): _____

Total Property Size in Acres: _____

Existing Use: _____ Proposed Use: _____

Meeting Format Preference

Please indicate your meeting format preference:

In-Person

Hybrid

Online

Please indicate if you need any other special accommodations:

Project Description

Provide a description of the proposed project below. A more detailed narrative may be required along with other application materials depending on the complexity of the project:

Submittal Requirements:

The following information is required to complete the request for a Pre-Application meeting.

Concept Site Plan showing dimensions for existing and proposed improvements

Concept Floor Plan showing dimensions for existing and proposed changes to the structure

Vicinity Map with north arrows or Aerial photo of the vicinity

Site photographs

Additional information when warranted, such as landscaping plans, colors and material selections, anticipated water and waste water usage, etc. if ready