



**COMMUNITY DEVELOPMENT  
DEPARTMENT**

411 Main Street (530) 879-6800  
P.O. Box 3420  
Chico, CA 95927-3420

File No. \_\_\_\_\_

**SUBMITTAL FOR  
Pre-Application  
Neighborhood Meeting**

**General Information**

Unless otherwise requested on this form, an electronic copy of the required 500-foot mailing list will be forwarded to the email addresses provided below within approximately 2 weeks of the date the submittal is received by the Planning Division.

Applicant Name	Email Address	Daytime Phone	
Applicant Address	City	State	Zip
Applicant Representative	Email Address	Daytime Phone	
Applicant Representative Address	City	State	Zip
Property Owner Name	Email Address	Daytime Phone	
Property Owner Address	City	State	Zip

**Project Information**

Location of Proposed Project (Address)	Assessor's Parcel Numbers	Zoning
Name of Proposed Project		General Plan Designation
Existing Use	Size of Parcel _____ Sq Ft or _____ Acres	

**Project Description: Please include purpose of project and target market.**


**Required Materials (8.5" x 11" or 11" x 17" page sizes only)**

- Conceptual site plans showing location of proposed buildings, roads, parking areas, landscaping, and all proposed land uses and lot lines with approximate dimensions
- Site plan depicting existing conditions, including trees, and surrounding land uses and structures
- Conceptual building design information and proposed density of the project

For subdivision submittals, please follow the requirements of the City's Subdivision Ordinance.

**Staff Use Only**

Application Received By:	Date Received:	Planner Assigned to Attend Meeting:
Meeting Notes:		

**PRE-APPLICATION NEIGHBORHOOD MEETINGS**  
(19.16.020 of the Chico Municipal Code)

**Applicability/Purpose.** Required for all projects on residentially zoned property, or on property located adjacent to residentially zoned property which require a discretionary permit issued by the Planning Commission or City Council. A meeting may be required when it is not on or adjacent to residentially zoned property if the Community Development Director determines that the proposed use(s) or building(s) are of such a nature that they would affect residentially zoned property which is not adjacent to the project. The purpose of the meeting is to provide for early input by affected neighbors. While neighborhood consensus or agreement is desirable, it is not a required outcome of the neighborhood meeting. Neighborhood or applicant comments and recommendations are not binding on the Planning Division but will be considered during staff evaluation of the project applications along with all comments by other agencies, organizations, and individuals in order to formulate its own independent and professional recommendation regarding the applications.

**Timing/Notice.** The neighborhood meeting is intended to be held prior to the submission of an application for discretionary permit. If a neighborhood meeting is not held prior to submission of an application, the application shall not be considered complete until the meeting has been held. Meetings should be held during evening hours or on a weekend. Notice of the time, date and location of the neighborhood meeting shall be given by the applicant to all property owners and occupants within 500 feet of the proposed project and to the Department at least 10 calendar days prior to the date of the meeting. Unless otherwise specified on the reverse of this form, mailing lists for such notice will be forwarded to the email addresses provided in the General Information section within approximately 2 weeks of the date the submittal is received by the Planning Division. Notice shall be deemed to have been given on the date it is has been mailed, first-class, postage prepaid, or personally delivered. The applicant is encouraged to hold the meeting at a location convenient to the project site.

**Attendance/Meeting Record.** The applicant or a representative shall attend the neighborhood meeting. A representative of the Planning Division may attend each neighborhood meeting in order to identify and explain city policies, including the provisions of the city's general plan and land use regulations as they relate to the development proposal at issue. The applicant shall provide the Planning Division with a list of each person and property to which the notice is mailed. Applicants are encouraged to take minutes or otherwise create a written record of the presentation and points discussed at the meeting.

**Required Information.** The applicant shall provide the following information at the meeting:

- Conceptual site plans showing location of proposed buildings, roads, parking areas, landscaping, and all proposed land uses and lot lines with approximate dimensions
- Site plan depicting existing conditions, including trees, and surrounding land uses and structures
- Conceptual building design information and proposed density of the project

For subdivision submittals, please follow the requirements of the City's Subdivision Ordinance.

**NOTICE FOR PRE-APPLICATION  
NEIGHBORHOOD MEETING**

DATE

A pre-application meeting will be held on **Thursday, April 3, 2008**, at **6:30 p.m.** at **the Neighborhood Meeting Hall/Elementary School Multi-purpose room, located at 9999 Esplanade**, regarding the following project:

**Smith Subdivision - 9989 Esplanade - APN 000-000-000** - A request to subdivide a 3-acre site into 15 parcels, ranging from 5,500 square feet to 7,500 square feet, each suitable for single-family residential development. The existing home and outbuildings will be removed. Several existing trees are proposed for removal, but all of the best trees would be retained, including those around the project perimeter. The site is zoned R1 Low Density Residential and is designated Low Density Residential on the General Plan Diagram.

A pre-application neighborhood meeting is required for all discretionary land use entitlements that will need City of Chico Planning Commission or City Council approval. No decision will be made at this meeting. The meeting is intended to provide an opportunity for neighbors to meet with the project proponent to review and comment on the proposal in advance of a formal application.

For further information regarding this project, please contact the applicant's representative:

John Smith, Smith Engineering  
456 1<sup>st</sup> Street  
Anytown, CA 99999  
(530) 555-5555  
[jsmith@lotmaker.com](mailto:jsmith@lotmaker.com)

For further information regarding Chico's development process and regulations, please contact:

City of Chico Planning Division  
411 Main Street  
P.O. Box 3420  
Chico, CA 95927  
(530) 879-6800  
[zoning@chicoca.gov](mailto:zoning@chicoca.gov)

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**Distribution:**

Property owners/residents within 500 feet of project site, mailed 10 days before meeting  
Neighborhood Group(s)  
City of Chico Planning Division  
City of Chico Development Engineering Division