



Imperial County Planning & Development Services Planning / Building

Jim Minnick
DIRECTOR

TO: Project Proponent

FROM: Jim Minnick, Director of Planning & Development Services

SUBJECT: "Pre-Application Process"

The Imperial County Planning & Development Services Department is charged with "lead agency" status on land use development projects, and pursuant to Board Direction offers "developers" the opportunity to present their projects in an informal setting to the various departments and agencies under what is considered to be a "pre-application" meeting.

The purpose of the "pre-application" meeting is to allow anyone with a proposed project to present their project to the County regulatory as well as non-regulatory departments. In addition, various non-county agencies may also be involved, depending on the type and scope of the projects. Among the agencies usually involved, as an example would be the Imperial Irrigation District.

A pre-application meeting date will be set only **after the proponent provides staff with one (1) copy of the project description and site plan. These documents along with any supporting documents are then circulated to various agencies (regulatory and non-regulatory) for their review and comments for two weeks.**

Upon conclusion of the applicant's presentation the various agencies present brief descriptions of their requirements, procedures and information that will be required at the time of formal application. The applicant/developer has the opportunity to ask all questions necessary.

The intent of the Pre-application process is to **afford the applicant an opportunity to be advised early on of all requirements by the regulatory agencies;** of all possible forms of assistance by the economic development program if applicable; **and any by the various non-county agencies.**

The applicant/developer needs to understand that until the Planning & Development Services Department receives the actual application, the "process" has not commenced, the application is not accepted, and additional requirements or information may be required at the time of application depending on the actual content of the application.

Consequently, any materials submitted during the "Pre-Application" process are not subject to the Permit Streamline Act. (Government Code Section 65920.)

PRE-APPLICATION MEETING INFORMATION

The Planning & Development Services Department of the County of Imperial, as well as the Board of Supervisors encourages "pre-application" meetings to assure that both the public and the reviewing agency staff have a clear understanding of the proposal being presented.

A meeting with the Planning Division Manager before a formal, “pre-application” may also be beneficial to allow the proponents to be better prepared.

To be productive, the proponent requesting a “pre-application” meeting should provide the following at a minimum:

- a) Site plan of the proposed project site and the surrounding area, e.g. the State highway or County road and nearest drinking water source and sewer facilities that may be utilized for the proposed development.
- b) A proposed layout of the proposal with sufficient detail to be informative, but not necessarily a full engineered design.
- c) A project description that adequately defines the scope of the project, the type of project, impact area, proposed buildings and structures, access from adjacent roadways, location of driveway(s), and any existing facilities on-site.
- d) Information on common environmental issues such as traffic/circulation, air quality, cultural/paleontological resources, wildlife resources that the project might affect or be affected by.
- e) Time frames or time constraints that the proponent proposes and any project phasing that may be involved.
- f) Questions that the proponent has on the land use or other process for **County and other reviewing agency staff to address.**

In many cases a project will require subsequent meetings; however, in some cases the reviewing agency staff can respond to the proponent within a few days on issues that might not have been made clear during the pre-application meeting.

There are many projects that could best be handled in the form of a “specific plan” and there are guidelines for this process. If there are questions on this process, please ask.

It needs to be understood by the proponent that the CEQA process and the process of hiring and administering the environmental documents is handled by the “lead agency” which in this case would be the County of Imperial.

If there are questions on the above, please be prepared to ask them prior to the meeting or at the time the meeting is held.

Public Records (government transparency)

A pre-application, site plan and/or supporting documents as part of the pre-application process that are received by local government may be documents or pieces of information that are not considered confidential and subject to a Public Records Request.

All information collected by this department becomes public record that may be subject to inspection and copying by the public, unless an exemption in law exists.

Examples:

Agendas, Meeting Minutes, Construction Plans, Emails, Inspection Reports, Manuals, Maps

Government Code Section 7920 et seq.



County of Imperial
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Project Review and Pre-Application

Date Submitted: _____

Applicant (who is financially responsible): _____

Project Name: _____

Assessor's Parcel Number: _____

Project Location & Brief Description:

Name, Address and Phone Number to contact for revisions and/or approval:

Office Use Only

Planner: _____

Date Routed: _____ Date: _____