



# PRELIMINARY REVIEW APPLICATION

## GENERAL INFORMATION

Please contact the Department of Environmental Services/Planning Division at (805) 583-6769 for any questions regarding this application or required materials.

## SUBMITTAL REQUIREMENTS

- Preliminary Review Application Sheet
- Application Fee
- 20 full-sized copies of site exhibits/documentation (6 copies of any elevations or floor plans). There are no specific types of exhibits required, however the materials submitted should be sufficient to provide a comprehensive overview of the proposed project. All exhibits must be folded to 8.5"x11".
- 5 digital sets of all site exhibits/documentation on CDs or USB Flash Drives

## ACKNOWLEDGMENT

The undersigned is hereby informed, and acknowledges having been so informed, of the following:

1. All City-issued permits and approvals are issued pursuant to the authority and subject to the requirements contained in Federal, State, County, Special District, and City codes, and in accordance with written policies and procedures adopted by the City Council, and subject to specific written conditions and exactions applicable to the request;
2. Statements or representations by City Employees concerning the foregoing requests, codes, policies, standards, and procedures are believed to be accurate; however, such accuracy is not guaranteed. Applicants are advised to refer directly to the codes and written policies and procedures applicable to the request. It is expressly understood that the decision-making body(ies) are not bound by staff recommendations but that they may exercise their sole and full discretion concerning the request;
3. Conditions imposed upon development approvals do not constitute contractual consideration, but are imposed by the City for the sole purpose of ensuring compliance with all applicable standards and for the protection and promotion of the public health, safety, and welfare.

## CERTIFICATION

An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).

I/we \_\_\_\_\_ hereby certify, under penalty of perjury, that I/we am/are the Property Owner(s) or authorized to make this application by the Property Owner(s). I/we further certify that this application has been prepared in compliance with the requirements of the Simi Valley Municipal Code, that the materials are being submitted as a Preliminary Review application, and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true and correct.

Signature \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

(Attach additional sheets if necessary)

**All applications must have all signature(s) notarized by a Commissioned Notary Public.**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public,  
personally

appeared \_\_\_\_\_  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Place of Notary Seal Above

\_\_\_\_\_  
Signature of Notary Public

FOR STAFF USE ONLY

ES Billing No. \_\_\_\_\_ Application No. \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of all property owner(s) \_\_\_\_\_

(Attach additional sheets to include the names, addresses, and phone number of all property owners)

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of other person to be notified \_\_\_\_\_

(Attach additional sheets to include all consultants involved with this project)

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**SITE INFORMATION**

Please list all Addresses and Assessor's Parcel Numbers (APNs) for the project site:

Assessor's Parcel Number(s) \_\_\_\_\_ Street Address (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project/Shopping Center Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Neighborhood Council Number: \_\_\_\_\_

Legal description of property (Attach additional sheets if necessary)

\_\_\_\_\_

Size of the property (Acres or Square Feet) \_\_\_\_\_

**PROJECT INFORMATION**

Zone Designation: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

General Plan Designation: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Existing Use of Land \_\_\_\_\_

Brief statement of request (including major physical alterations proposed) \_\_\_\_\_

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