



CITY OF VISTA

Pre-Application Meetings

You are encouraged to schedule a 30 minute Pre-Application Meeting with the City staff, prior to making a formal submittal. Staff from Planning, Building, Engineering, Fire, Sheriff's Department, and Vista Irrigation District will be attending this meeting to provide their comments and to answer your questions. The information provided to you at this meeting will identify any major issues involving your project. **Review of future formal submittals made for a project which was initially reviewed at a Pre-Application Meeting may include identification of additional issues which were not raised or addressed during the pre-application process.**

Submit **14 folded** copies of your preliminary plans to Development Services no later than 4 p.m. Wednesday, one week prior to your scheduled Pre-Application Meeting. Pre-application appointments may be scheduled for every Thursday morning depending upon availability. Appointment times will be scheduled upon submission of drawings. If you have any questions, please call Patsy Chow at 760-639-6100. Development standards and parking requirements can be obtained on the City's Website at www.ci.vista.ca.us. A pre-application is **not** a formal submittal to the City of Vista.

Minimum Required Information on Plans:

1. Location Map
2. North Arrow
3. Engineering Scale
4. Streets, Existing Improvements, Right-of-Way Width, and Dimensioned Setbacks
5. Parking Requirements
6. Intended Occupancy Use
7. Total Building Square Footage
8. Assessor's Parcel Number, Street and Hundred Block
9. Existing and Proposed Zoning
10. Property Lines
11. Conceptual sewer design

The following information should be on the plans. The more information that you are able to provide, the better the City will be able to assist you.

1. Easements
2. Existing and Proposed Structures
3. Existing Topographical Lines and Proposed Slopes
4. Lot Drainage Patterns
5. Landscaped Areas
6. Proposed Elevations (all four sides)
7. Number of Stories (building height)