

**PROJECT REVIEW COMMITTEE**



**City of Selma Community Development Department**



**THIS APPLICATION IS NOT A FORMAL SUBMITTAL.**

This process offers an applicant the opportunity to obtain a preliminary review of a project and receive comments by city staff, without cost.

If you wish to have your proposal reviewed, submit twenty (20) copies of your plans and this completed form no later than 12:00 p.m. Wednesday. Staff is given ten (10) days to review. You will be placed on the next available agenda, usually the following Tuesday. Plans should be plotted on paper no larger than 11"x17". For larger plans, such as a blue line, the twenty (20) copies must be folded to an 8 1/2"x11" size. The more detailed information you provide will enable staff to more thoroughly evaluate your project. Written comments will be sent to you approximately 10 working days after the PRC meeting.

**Please note these comments are preliminary responses based on a cursory review and should not be interpreted as a formal approval of your project.** It is recommended that you incorporate these comments into your final design when you submit applications for formal review and approval.

Should you have any questions, please feel free to contact the Planning Department at (559) 891-2209.

Applicant Name: _____
Applicant Address: _____
APN: _____
Phone #: _____ Fax #: _____ E-mail: _____
Property Owner: _____
Property Address: _____
Existing Use: _____
Detailed Proposed Use (be specific):
_____
_____
_____
_____
_____
_____

**All submitted plans should try to include the following items:**

Scale of drawing (Engineering or Architectural scale), north arrow (pointing to top of paper), existing uses and structures on the property, name of adjacent streets, correct location of property lines, one copy of floor plans and elevations, indicate the land use of adjacent property, show any existing off-site improvements. (i.e. driveway approaches, fire hydrants etc.). **Please provide detailed Operational Statement.** (what are you proposing to do?)

Date: \_\_\_\_\_

Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Submittal No. \_\_\_\_\_