



The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Preliminary Review application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

**THE PRELIMINARY REVIEW APPLICATION FILING PACKAGE  
CONSISTS OF THE FOLLOWING:**

**A. APPLICATION SUBMITTAL REQUIREMENTS**

- 1. Completed application form.
- 2. Application processing fee (pursuant to the latest adopted fee schedule).
- 3. A letter signed and dated by the applicant that describes the proposed use and activities.
- 4. One (1) full-size (24x36 folded to 8½ x 11) copies and one 8½ x 11 copy of each of the following development plan sheets (as applicable)
  - a. Site plan including parking and circulation.
  - b. Floor plans.
  - c. Building elevations (north, south, east, west).
  - d. Conceptual landscape plans including fencing.
  - e. Any additional items requested by staff.
- 5. One (1) electronic copy on a flash drive of all submission materials in PDF format.

**B. APPLICANT NOTIFICATIONS**

1. A Preliminary Review is intended to reduce the time and expense of the development review process by providing to the applicant an informative assessment to assist in the efficient and coordinated processing of projects consistent with city standards and regulations.
2. It is recommended that the applicant and/or representative be present at all meetings.
3. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375 or at [planstaff@hemetca.gov](mailto:planstaff@hemetca.gov).

**C. ATTACHMENTS**

1. Hemet Municipal Code Section 90-49.