



Community Development Department Planning Division

PRE-APPLICATION MEETING REQUEST

APPLICANT: Complete all sections, print legibly or use the online fillable form.

APPLICANT

Project Address _____

APN(s) _____

Applicant Name _____

Company _____

Street Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

Applicant
Signature _____ Date _____

OWNER

Owner Name _____

Company _____

Street Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

ARCHITECT

Architect Name _____

Company _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Email _____ **Phone** _____

ENGINEER

Engineer Name _____

Company _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Email _____ **Phone** _____

OTHER (Cannabis Business must identify Security Consultant)

Name _____

Affiliation _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Email _____ **Phone** _____

Proposed Project

Please complete this chart. If an item is included, or will be changed as part of the project, please elaborate. If the Explanation will not fit within the space provided, please include on a separate sheet or make notations on conceptual plans.

	Yes	No	Explanation
New Construction			
Demolition			
Additions			
Tenant Improvements			
Building Construction Type & Occupancy Classification per CBC			
Building Sprinklers/Fire Suppression			
Improvements and/or Structures in Public Right-of-Way			
HOUSING			
• Market-Rate Units			
• Affordable Units			
PARKING			
• Adding or Removing Spaces			
EXTERIOR			
• Building Modifications			
• Mechanical Equipment			

	Yes	No	Explanation
• Lighting			
LAND			
• Subdivision			
• Grading			
• Landscaping			
• Tree Removal (indicate species, size)			

Operational Plans

Please complete this chart. If an item is included, or will be changed as part of the project, please elaborate. If the Explanation will not fit within the space provided, please include on a separate sheet or make notations on conceptual plans.

	Yes	No	Explanation
Proposed Uses			
Cannabis Uses			
New or Additional Employees			
New or Changed Hours of Operations			
Noise to be Generated On-Site			
Expected Occupant/ Tenant Traffic (Trips and peak hours)			
Delivery Hours			

	Yes	No	Explanation
FOOD PREPARATION			
• Full Kitchen			
• Limited Operations <i>(food prep of any scale)</i>			
ALCOHOLIC BEVERAGE SERVICE			
• Beer and Wine Only			
• Distilled Spirits <i>(full alcoholic service)</i>			
OUTDOOR ACTIVITIES AND USES			
• Storage			
• Dining			
• Entertainment			
• Amplification			
• Other			

**THIS IS A PRE-APPLICATION MEETING FORM AND NOT A BUILDING PERMIT OR PLANNING OR ENGINEERING APPLICATION.
ADDITIONAL SITE PLANS & DETAILED INFORMATION WILL BE REQUIRED WITH THE PLANNING APPLICATION and/or PERMIT APPLICATION.**

INDEMNIFICATION:

Applicant agrees to defend, indemnify, and hold harmless the City and its officers, contractors, consultants, employees, and commission members (collectively, "City") from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation), including any appeals thereto (collectively, "proceeding") brought against the City with regard to any approvals issued in connection with the application(s) by the City, including any action taken pursuant to the California Environmental Quality Act. If Applicant is required to defend the City in connection with such proceeding, the City shall have and retain the right to approve counsel to so defend the City; and all significant decisions concerning the manner in which the defense is conducted; and any and all settlements, which approval shall not be unreasonably withheld. The City shall also have and retain the right to not participate in the defense, except that the City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If the City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant. Further, Applicant agrees to defend, indemnify and hold harmless the City from and for all costs and fees incurred in additional investigation or study of, or for supplementing, revising, or amending, any document if made necessary by said proceeding.

CERTIFICATION:

I hereby certify that I am the applicant or designated agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

Applicant or Agent Signature _____ **Date** _____

Applicant will receive an email confirming receipt of request form and packet and assign next available meeting date and time. This will be your meeting date unless you contact us to request a different available meeting date and time. If applicants miss a scheduled meeting, they will be required to reschedule for the next open date available. City of Benicia Community Development Department: (707) 746-4280 ComDev@ci.benicia.ca.us

FOR INTAKE, STAFF USE ONLY

File # _____	Fee Paid _____	Receipt # _____
Date Received: _____		Received By _____