

**Pre-Application / Conceptual Review  
Submittal Checklist**



This process is intended to assist applicants in determining if a project is feasible prior to investing substantial amounts in detailed plans and drawings.

The applicant submits:

All City forms available at Planning Division or

<https://www.cityoflompoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed "General Application" form including fee according to Master Fee Schedule
- A written project description, explaining the proposed project in a detailed manner.
- 15 sets of a site plan (minimum size 11 x 17) showing the parcel, the proposed development, adjacent streets.
- Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? \_\_ Yes \_\_ No

Planning staff will

- circulate the description and the plans to all City Departments/Divisions;
- schedule review meeting and notify applicant; and
- provide written summary of meeting and City comments to applicant.