# Predevelopment Meeting Request

**PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY.** Completed application forms may be submitted in person at 411 West Ocean Boulevard, 2nd Floor, Long Beach, CA 90802, or via email to Truong.Huynh@longbeach.gov. For additional information, please refer to Information Bulletin BU-043 / Predevelopment Meeting.

## A. APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
<th>Date:</th>
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<thead>
<tr>
<th>Relationship to Project:</th>
<th>Agent for:</th>
<th>Owner</th>
<th>Contractor</th>
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<tbody>
<tr>
<td></td>
<td>Architect</td>
<td>Engineer</td>
<td>Other:</td>
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<table>
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<tr>
<th>Phone No.:</th>
<th>Fax No.:</th>
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**Email Address:**

<table>
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<tr>
<th>Referred by (please check applicable box)</th>
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<tbody>
<tr>
<td>□ Walk-in</td>
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<tr>
<td>□ City Staff*</td>
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<tr>
<td>□ Council Office*</td>
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<td>□ City Manager’s Office*</td>
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</tbody>
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*Provide Name

## B. PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Project Address (not mailing address):</th>
<th>Project Name (if any):</th>
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<thead>
<tr>
<th>Project Valuation:</th>
<th>Type of Construction:</th>
<th>Occupancy:</th>
<th>Residential Floor Area:</th>
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<thead>
<tr>
<th>Building Height:</th>
<th># of Stories</th>
<th># of Units:</th>
<th># of Basements:</th>
<th>Non-Residential Floor Area:</th>
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**Project Description (e.g., change of use, legalized units, tenant improvement, new construction, single family residence addition, etc.):**

## C. QUESTIONNAIRE

Please provide additional information regarding your project by answering ALL of the following questions. Detailed and specific information will help us better understand your project and determine the most suitable service available.

1. Please check the appropriate Project Type (check all that applies):
   - [ ] New Construction
   - [ ] Addition
   - [ ] Alteration/Repair
   - [ ] Tenant Improvement
   - [ ] Change of Use

2. Please check the appropriate Proposed Use for your project (check all that applies):
   - [ ] SFD/Duplex
   - [ ] Commercial (office/retail/etc)
   - [ ] Hotel
   - [ ] Affordable/Senior Housing
   - [ ] Apartment/Condominium
   - [ ] Commercial High-rise
   - [ ] Restaurant
   - [ ] Mixed Use (res/comm/etc)
   - [ ] Residential High-rise
   - [ ] Industrial/Manufacture
   - [ ] Adaptive Reuse
   - [ ] Other:

3. Anticipated Plan Submittal Date: Anticipated Permit Issuance Date: Anticipated Building Final/Occupancy Date:
4. a) Have you prepared working drawings/plans for this project?  
   - No 
   - Yes

   b) Have you submitted your project for any Planning Entitlement?  
   - No 
   - Yes  
   Name of Planner:

   c) Have you submitted your project for Plan Check?  
   - No 
   - Yes  
   Project #:

   d) Has your project been cited by Code Enforcement or Fire Prevention?  
   - No 
   - Yes (If Yes, please describe in Section 5.)

5. Do you have specific questions for any of the following disciplines?  
   Please check all that applies and we will attempt to include the appropriate City staff based on the boxes checked below. Meetings may be held separately.

   - Zoning Code
   - Building Code
   - Electrical Code
   - Mechanical Code
   - Plumbing Code
   - Fire Code
   - Food Facility or Pool
   - Utilities (water, gas, sewer)
   - Public Right-of-Way
   - Other

   Please provide a detailed list of questions or assistance needed. Attach separate sheet if additional space is needed.

   e.g.,  
   - Building Code Questions:  (i.e., occupancy classification, allowable floor area, ADA requirement, exiting layout, allowable height, type of construction, allowable No. of stories, fire sprinkler, fire alarm, smoke evacuation, etc.).
   - Zoning Code Questions: (i.e., allowable use, conditional use permit, allowable height, floor area ratio, open space, yard setbacks, density, open space, parking requirement and layout, subdivision, etc.)

   DEPARTMENT USE ONLY

   Site Specific Hazard:  
   - AP Fault Zone
   - High Wind Area
   - Liquefaction
   - Oil Operating Area
   - Flood Zone
   - Other

   Pre-Development Meeting:  
   - Date:
   - Participants:
   - Time: