CITY OF LONG BEACH

Community Development Department
Building and Safety Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.PMIT (7648) | longbeach.gov/lbcd

FORM-010

Predevelopment Meeting Request

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY. Complete this form and submit request in-person at 411 West Ocean Boulevard, 2nd Floor, Long Beach, CA 90802, to the supervisor for the Plan Review Division or by email to Gregory.Bowser@longbeach.gov. For additional information, please refer to Information Bulletin IB-043 Predevelopment Meeting Service.

A. APPLICANT INFORMATION

First Name:	Last Name:	Date:

Relationship to Project:	☐ Agent for: ☐ Owner ☐ Contractor ☐ Architect ☐ Engineer ☐ Other:	Phone No.:
Email Address:		Fax No.:

Referred by (check box and provide name of referring party, if applicable)

☐ Walk-in:	☐ City Staff:	☐ City Manager's Office:	☐ Mayor/Council Office:

B. PROJECT INFORMATION

Project Address (not mailing address):	Project Name (if any):

Project Valuation:	Use:	Number of Unit(s):	Number of Story(ies):	Residential Floor Area:
Type of Construction:	Occupancy:	Building Height:	Number of Basement(s):	Nonresidential Floor Area:

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/Remodel ☐ Change of Use

2. Please check the appropriate Proposed Use for your project (check all that applies):

☐ SFD/Duplex ☐ Commercial (office/retail/etc) ☐ Hotel/Motel ☐ 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 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 Number(s):
d)	Has your project been cited by Code Enforcement or Fire Prevention?	☐ No	☐ Yes (If yes, please describe in Section 6)

5. Do you have specific questions for any of the following areas or disciplines?

Please check one or more box(es) that applies. An attempt will be made to request the appropriate City staff based upon the box(es) checked below and their availability. A separate predevelopment meeting with other City staff may be necessary.

☐ Building	☐ Electrical	☐ Planning/Zoning	☐ Other
☐ Fire	☐ Plumbing	☐ Health (food, pool)	☐ Other
☐ Public Right-of-Way	☐ Mechanical	☐ Utilities (water, gas, sewer)	☐ Other

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

e.g.,

- *Building Code Questions: (e.g., occupancy classification, allowable floor area, accessibility requirement, exiting layout, allowable height, type of construction, allowable no. of stories, etc.).*
- *Fire Code Questions: (e.g., fire sprinkler, fire alarm, smoke evacuation, fire hydrant, hazardous material, etc.).*
- *Zoning Code Questions: (e.g., allowable use, conditional use permit, allowable height, setback, floor area ratio, open space, yard setbacks, density, open space, parking requirement and layout, subdivision, etc.).*

DEPARTMENT USE ONLY

☐ AP Fault Zone	☐ High Wind Area	☐ Liquefaction Zone	Date:	Participant(s):
☐ Oil Operating Area	☐ Flood Zone	☐ Methane Zone	Time:	

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.