

City of Marina



City of Marina
211 Hillcrest Avenue
Marina, CA 93933
831-884-1278; FAX; 831-384-9148
www.cityofmarina.org

PRE-APPLICATION FORM & CHECKLIST

APPLICATION REQUIREMENTS:

- ☐ Required deposit fee of \$480.00 (Includes the first two (2) hours of staff time, additional time will be billed at Planning's hourly rate. Fee subject to current adopted fee schedule)
- ☐ Operational letter (project details such as # of employees, hours of operation, # of units, etc.) or Project Description Form
- ☐ Site plan
- ☐ Floor plan & elevations (depending on project)
- ☐ Other project information (for questions, contact the Planning Division at 831-884-1220 or planning@cityofmarina.org)

APPLICANT INFORMATION:

Project Location (address or Assessor's Parcel Number(s)): _____

Applicant Name: _____ Business Name: _____

Mailing Address: _____

Phone: _____ Email: _____

TYPE OF PROJECT (Check all that apply)

☐ Residential ☐ Commercial ☐ Mixed-Use ☐ Industrial ☐ Other _____

PROJECT DESCRIPTION: _____

Applicant/Representative Certification:

I understand that this is not a formal submittal and is strictly informational. I agree to allow the Community Development Department to duplicate and distribute plans to interested persons as it determines is necessary for processing of the application.

Indemnification Agreement:

The Business Owner / Applicant shall defend, indemnify and hold harmless the City or its agents or officers and employees from any claim, action or proceeding against the City or its agents, officers or employees, to attack, set aside, void, or annul, in whole or in part, the City's approval of this project. In the event that the City fails to promptly notify the Owner / Applicant of any such claim, action or proceeding, or that the City fails to cooperate fully in the defense of said claim, this condition shall thereafter be of no further force or effect.

Applicant / Owner Signature

Date

FOR OFFICE USE ONLY:

Application Date: _____ Fee Collected: \$_____ Receipt Number: _____ Intake Staff Initials: _____