City of Victorville
Department of Development
Planning ◆ Building ◆ Code Enforcement ◆ Business License ◆ Animal Control

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Pre-Submittal Application

A Pre-Submittal Application is an informal, **free**, and helpful tool for applicants to receive comments on prospective projects and have staff answer questions about your project. During the Pre-Application process, representatives from Planning, Building, Fire and Public Works (Engineering and Water) will be available to discuss your project.

As a reminder, this is not a formal submittal. **Please be aware** that review of future formal submittals may include additional issues that were not addressed during the Pre-Submittal Application process.

ONLINE SUBMITTAL
All applications are now submitted online at:
Application Portal

Register:
- ☐ If you have not previously registered with the online system, you'll need to first create an account. Access the website link above and click the 'Register' link on the right side of the screen. Follow the steps to complete the registration.
- ☐ An email confirmation will be set to you once your account registration information has been reviewed and approved.

Submittal:
- ☐ Once an account has been created, access the website link above and click the 'Log On' link on the right side of the screen.
- ☐ After logging on, click the 'Plan' tab at the top of the screen and 'Apply for Plan', then follow the on screen steps to submit your application.

PRE-SUBMITTAL APPLICATION CHECKLIST

Schedule:
- ☐ Pre-Submittal Applications must be filed online by **4 p.m. on Monday**, depending on volume, to receive comments by **Wednesday** the **following** week.
- ☐ Should a meeting be necessary, Wednesday afternoons are reserved for Pre-Submittal Application meetings (1 p.m. – 5 p.m.) City staff will contact the applicant to schedule the specific meeting time.

Plans:
- ☐ A site plan and floor plan (or tentative maps for land subdivisions) are required to submit the application.
- ☐ A grading plan and building elevations are recommended, but are not required items.
- ☐ All plans shall be uploaded in pdf format.
- ☐ Photos of the site should also be uploaded with the application.

Minimum Required Information on Site Plan:
- ☐ Statement of Operations (hours, services, number of customers, employees, etc…)
- ☐ Location Map
- ☐ North Arrow
- ☐ Plans dawn to scale with engineering scale noted
- ☐ Streets, Existing Improvements, Right-of-Way Width, and Dimensioned Setbacks
- ☐ Proposed Building Footprint and Square Footage (Include a separate floor plan indicating the layout of the building and use of each room)
- ☐ Intended Occupancy Use
- ☐ Property Lines
- ☐ Parking Requirements

Questions? If you have any questions, please call the Planning Division at (760) 955-5135