



City of Arcata Community Development Department

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www.cityofarcata.org

PRELIMINARY REVIEW

OVERVIEW

The Preliminary Review option allows applicants to pay a fee to get the permit review process started rather than waiting until all required items are submitted for staff to begin review of your project. This process provides applicants with information about their proposed projects prior to a complete, formal application. Any information given by staff or any review authority during the preliminary review process may be subject to changes based upon project modifications, changes in local, state and federal laws, and requirements of other departments and government agencies.

HOW TO APPLY

Preliminary review is allowed for most planning permit types. Please refer to the handout and checklist required for the specific type of permit requested. Applications are available at the Community Development Department, or on the Department's website at www.cityofarcata.org.

THE PROCESS

Once your application has been submitted and preliminary review fees collected, staff will review the items submitted and send the information to the appropriate review authority for preliminary comments on the project. After those preliminary comments are received, the next step in the process is to submit a complete application including the required fees. Refer to the handout and checklist required for the specific type of permit requested.