



## **CITY OF VISTA** **Pre-Application Meetings**

You are encouraged to submit a digital plan for preliminary review prior to making a formal submittal. Staff from Planning, Building, Engineering, Fire, Sheriff's Department, and Vista Irrigation District will provide initial comments on the project. **Review of future formal submittals may include and identify additional issues which were not raised or addressed during the pre-application process.**

Submit digital copies (PDF format) of your preliminary plans and a completed Planning Application by email to Michael Ressler, Principal Planner: [mressler@cityofvista.com](mailto:mressler@cityofvista.com)

A pre-application is **not** a formal submittal to the City of Vista.

### **Minimum Required Information on Plans:**

1. Location Map
2. North Arrow
3. Engineering Scale
4. Streets, Existing Improvements, Right-of-Way Width, and Dimensioned Setbacks
5. Parking Requirements
6. Intended Occupancy Use
7. Total Building Square Footage
8. Assessor's Parcel Number, Street and Hundred Block
9. Existing and Proposed Zoning
10. Property Lines
11. Conceptual sewer design

**The following information should be on the plans. The more information that you are able to provide, the better the City will be able to assist you.**

1. Easements
2. Existing and Proposed Structures
3. Existing Topographical Lines and Proposed Slopes
4. Lot Drainage Patterns
5. Landscaped Areas
6. Proposed Elevations (all four sides)
7. Number of Stories (building height)