



City of Mill Valley Planning Department
Supplemental Application for
Pre-Application & Research

26 Corte Madera Ave., Mill Valley, CA 94941 • 415-388-4033 • Fax: 415-381-1736 • cityofmillvalley.org

*The **research inquiry** provides two hours of staff time to conduct research related to a related city parcel. The **pre-application request** is an opportunity for applicants to obtain feedback from staff on a preliminary or conceptual project requiring a building permit or planning entitlement application (Design Review, Conditional Use Permit, and Variance). This process is intended to provide a better understanding of the City's permitting/entitlement process and, through early consultation, troubleshoot project issues and processes prior to submitting a formal application.*

Cross-Reference Information

Address of Project Site:

Assessor's Parcel Number (APN):

- Main Planning Application Form and the Supplemental Application for Pre-Application & Research.**
- Application Fee**, see Planning fee schedule. (Base fee + hourly rate if in excess of 2 hours staff time.)
- Written description of project or research request**, complete box below, or attach.
- Plans/Photographs representing existing conditions & proposal.**
- List of questions for staff to research & respond to.**

Written Description:

Research Questions for Staff:

For Pre-Application

Conceptual Plans – 12"x18" scaled, and reduced 11"x17" or letter sized for file.

- Existing Site Plan:**
- Proposed Site Plan.** Show existing conditions and proposed changes:
- Floor Plans** – Minimum of a block outline.
- Elevations** – Minimum of block outline