

Planning and Building Agency  
Planning Division  
20 Civic Center Plaza  
P.O. Box 1988 (M-20)  
Santa Ana, CA 92702  
(714) 647-5804  
[www.santa-ana.org](http://www.santa-ana.org)

## **“FIRST LOOK” General Information**

### **I. Welcome to “First Look”**

“First Look” is an informal screening process which provides the applicant an opportunity to discuss major project issues before submitting a formal application for Site Plan Review. It acts as a general review for compliance with development standards, parking standards, zoning and General Plan consistency, and identifies pertinent site related issues. “First Look” appointments are held with a Senior Planner.

### **II. What Is Intent of “First Look”**

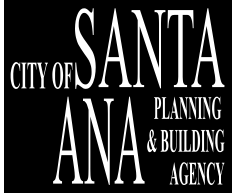
“First Look” is intended to provide information and initial direction to the applicant to facilitate entering into the formal Site Plan Review process. “First Look” is not a substitute for Site Plan Review and the comments generated from “First Look” are for the purpose of enhancing the efficiency of the Site Plan Review process where a more formal response to the applicant will be made.

### **III. What Must the Applicant Do?**

To schedule a “First Look” appointment, simply fill out the one-page meeting reservation form and forward to the Planning Commission Secretary. The “First Look” Team will analyze the information provided and you will be contacted to set up a time to discuss the findings.

### **IV. Is There a Fee**

There is a fee for a “First Look” appointment.



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## "FIRST LOOK" Meeting Reservation

Application Date: \_\_\_\_\_

Proposed Project Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Proposed Project Description:

List specific questions you want answered. If you need more space, please attach additional sheets.