

## PRELIMINARY REVIEW APPLICATION

Below is a preliminary review application you must complete to facilitate the review of your project. Detailed and specific information will help staff better understand your project information needs, and expedite the review. Please complete sections A, B and C1, and any other sections specific to your request, and indicate N/A for those items not applicable.

TO BE COMPLETED BY PLANNING DIVISION STAFF				
FILE NUMBER: <b>PRE</b>			RECEIPT #: _____	
PROJECT LOCATION			DATE: _____	
ZONING	GP DESIGNATION	QUAD#	COUNCIL DISTRICT	AMOUNT: _____
				BY: _____
TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)				
I am requesting the following Preliminary Review Option:				
<input type="checkbox"/> Focused Review for Existing Single-Family House (Planning only)	<input type="checkbox"/> Focused Review for all other uses (Planning only)	<input type="checkbox"/> Enhanced Review for site and architectural plan review (Planning only)	<input type="checkbox"/> Comprehensive Review (multi-departmental)	
A. APPLICANT INFORMATION				
PRINT NAME OF APPLICANT			NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE	ZIP CODE
DAYTIME TELEPHONE # (    )	FAX TELEPHONE # (    )	E-MAIL ADDRESS		
B. GENERAL PROJECT INFORMATION				
PROJECT LOCATION AND ADDRESS				
ASSESSOR'S PARCEL NUMBER(S) (APN):	PARCEL SIZE	EXISTING USE		
DESCRIBE SURROUNDING USES (Please include photographs):				
NORTH _____		SOUTH _____		
EAST _____		WEST _____		
GENERAL PROJECT INFORMATION (continued on the next page)				

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**B. GENERAL PROJECT INFORMATION (continued)**

PROPOSED USE (Check all that apply):

- SINGLE-FAMILY
- TWO-FAMILY
- MULTI-FAMILY (specify) \_\_\_\_\_
- OTHER: \_\_\_\_\_
- COMMERCIAL (specify) \_\_\_\_\_
- INDUSTRIAL (specify) \_\_\_\_\_

PROJECT DESCRIPTION:

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LIST OF AGREEMENTS, EASEMENTS AND CONDITIONS ATTACHED TO THIS SITE.

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DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE?  NO  YES  
 PLEASE INDICATE WHETHER HUD FUNDING HAS BEEN AWARDED, IS PROPOSED, OR IS ANTICIPATED, FOR THE PROPOSED PROJECT.

If yes, indicate type of funding (i.e. CDBG Grant, HOME Investment Partnership Program, Section 108 Loan Guarantee, etc.), funding amount, whether awarded (if known) or application is pending, and fiscal year of award or application request.

PLEASE NOTE: Projects involving 1) acquisition of real property involving a change of use, or 2) new construction require an Environmental Assessment (EA). Concurrent environmental review per the California Environmental Quality Act (CEQA) is also required. The obtainment of a qualified environmental consultant to provide documentation services (i.e. a combined Initial Study/EA) is strongly required.

IS THERE AN ACTIVE CODE ENFORCEMENT CASE AT THIS PROPERTY?  YES  NO

IF SO, ATTACH A COPY OF THE COMPLIANCE ORDER.

PRELIMINARY REVIEW STATEMENT - Please tell us what information you want and include any specific questions, issues, or items for which you need clarification (attach additional sheets if necessary).

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**C. PRELIMINARY REVIEW QUESTIONS (complete #1 for all Preliminary Review Options)**

**1. PLANNING (Land Use and Development Permit & Policy Information):**

- a. Does the project involve the erection of new signage, relocation of existing signs, billboards, etc.?  YES  NO
- b. Does the project involve the removal and/or relocation of trees larger than 56 inches in circumference measured two feet above grade?  YES  NO
- c. Does the site have any structures over fifty (50) years old?  YES  NO
- d. Could the site and existing structures be historically significant for any reason?  YES  NO

If Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

- e. Is the site located in an area of sensitive biological resources, such as wetlands, riparian corridors, flat grassland, serpentine soils, etc.?  YES  NO

If Yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

- f. Will the project generate more than 10,000 sq. ft. of impervious surface (roofs, paving, etc.)?  YES  NO
- g. Will the project involve activities after midnight?  YES  NO
- h. Will the project involve sale of alcoholic beverages?  YES  NO

**2. Stormwater Runoff Data:**

**PROJECT SIZE:**

- a. Site size: \_\_\_\_\_ sq. ft. (acres multiplied by 43,560 sq. ft.)
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): \_\_\_\_\_ sq. ft.
- c. New Impervious surface area created, added, or replaced: \_\_\_\_\_ sq. ft.
- d. Total proposed impervious surface area (new + existing): \_\_\_\_\_ sq. ft.
- e. Percent increase/decrease/replacement of impervious surface area (c./d. multiplied by 100): \_\_\_\_\_ %
- f. Will or have hazardous materials been used or stored on site? Yes or No.
- g. If required, has a Hazardous Materials Management Plan been approved for the site? Yes or No.

**Complete #2 to #6 for COMPREHENSIVE REVIEW ONLY**

**3. PUBLIC WORKS (Engineering Development Services Information):**

- a. Has the site been previously graded?  YES  NO
- b. Provide the earthwork quantities for proposed grading (cut, fill, import, export, in cubic yards):

\_\_\_\_\_  
\_\_\_\_\_

**COMPREHENSIVE REVIEW ONLY (continued on the next page)**

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**COMPREHENSIVE REVIEW ONLY (continued)**

c. What are the proposed public improvements?

\_\_\_\_\_  
\_\_\_\_\_

d. Please describe existing street improvements along project frontages:

\_\_\_\_\_  
\_\_\_\_\_

e. Are there existing storm drain, sanitary sewer and other utilities to serve the site?

YES       NO       DON'T KNOW

f. Has a traffic analysis been completed for the project?  
If Yes, please attach a copy of report.

YES       NO

g. Does the project include any street/easement vacations?

YES       NO

**4. Transportation Development Information:**

a. Does the project propose any traffic calming devices?  
If Yes, please explain:

YES       NO

\_\_\_\_\_  
\_\_\_\_\_

b. Are there any existing traffic operational problems within the project's vicinity?  
If Yes, please explain:

YES       NO       DON'T KNOW

\_\_\_\_\_  
\_\_\_\_\_

**5. Building/Plan Check Information:**

a. Does the project include new construction?  
If Yes, please indicate the size (floor area or number of units):

YES       NO

\_\_\_\_\_

b. Does the project include an interior remodel (tenant improvement)?

YES       NO

c. Have you done a parking analysis?

YES       NO

d. Height/Number of Building Stories: \_\_\_\_\_

e. Existing Type of Construction: \_\_\_\_\_

f. Proposed Type of Construction: \_\_\_\_\_

**6. Fire Plan Check Information:**

a. Does the project include an interior remodel (tenant improvement)?

YES       NO

b. Will the existing/proposed building contain sprinklers?

YES       NO

c. Will your project include the use of hazardous materials?

YES       NO

d. Existing Occupancy Classification: \_\_\_\_\_

e. Proposed Occupancy Classification: \_\_\_\_\_

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**D. PRELIMINARY REVIEW FEES**

<p><b>Focused Review for Existing Single-Family House</b> - includes staff analysis and feedback (Processing time - 14 calendar days from submittal)</p> <p><input type="checkbox"/> <b>Base Fee: \$77</b></p>	<p><b>Focused Review for all other uses-</b> includes staff analysis and feedback (Processing time - 14 calendar days from submittal)</p> <p><input type="checkbox"/> <b>Base Fee: \$310.00</b></p>	<p><b>Enhanced Review-</b> for site and architectural plan review includes staff analysis, meeting with Planner, and feedback (Processing time - 21 calendar days from submittal)</p> <p><input type="checkbox"/> <b>Base Fee: \$620.00</b></p>	<p><b>Comprehensive Review (Multi-departmental)</b> - includes site check, inter-departmental coordination and one inter-department meeting with applicant (Processing time - 30 calendar days from submittal)</p> <p><input type="checkbox"/> <b>Base Fee: \$3106.00</b> (includes Dept. of Public Work and Fire review fee)</p>
<p><b>Optional Services</b></p> <p><input type="checkbox"/> Site Check with applicant: \$154.00</p> <p><input type="checkbox"/> Meeting with Project Manager: \$154.00</p> <p><input type="checkbox"/> Prelim Documentation Checklist: \$77</p>	<p><b>Optional Services</b></p> <p><input type="checkbox"/> Site Check with applicant: \$154.00</p> <p><input type="checkbox"/> Meeting with Project Manager: \$154.00</p> <p><input type="checkbox"/> Prelim Documentation Checklist: \$77</p>	<p><b>Optional Services</b></p> <p><input type="checkbox"/> Additional Site Check with applicant: \$154.00</p> <p><input type="checkbox"/> Additional Meeting with Project Manager: \$154.00</p> <p><input type="checkbox"/> Prelim Documentation Checklist: \$77</p>	<p><b>Optional Services</b></p> <p><input type="checkbox"/> Additional Site Check with applicant: \$154.00</p> <p><input type="checkbox"/> Additional Meeting with Project Manager: \$154.00</p> <p><input type="checkbox"/> Additional Prelim Report: \$230.00</p> <p><input type="checkbox"/> Technical Report Review: \$310.00</p> <p><input type="checkbox"/> Additional Inter-Departmental Meeting: \$620.00</p>

**E. REQUIRED PRELIMINARY REVIEW SUBMITTALS**

**1. Provide the Following Preliminary Review Exhibits:**

- Assessor's Parcel Number and Map.
- Preliminary Site Plan drawn to scale for proposed development including: Graphic scale and North arrow; property lines; existing on-site and surrounding uses; proposed uses of the site; building footprint and setbacks dimensioned; street adjoining the site; parking and circulation aisles, driveways; and parking stalls; proposed grading and topographic map, if necessary, for hillside development; landscape areas: size, species, location and disposition of existing trees; required number of copies.
- OPTIONAL:** Stormwater Control Plan. (A Stormwater Control Plan is **required** for all projects creating, replacing or expanding impervious surface by 10,000 square feet or more at the time of a major application submittal)
  - a. Complete the Pervious and Impervious Surfaces Comparison Table located on page 6.
  - b. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.
  - c. Specify soil type(s).
  - d. Specify depth to groundwater.
  - e. 100-year flood elevation.
  - f. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.
  - g. Separate drainage areas depending on complexity of drainage network.
  - h. For each drainage areas, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc) and area of each.
  - i. Show location, size, and identification (including description), of Source Control Measures (SCMs) and Water Quality Treatment Control Measures (TCMs) such as swales, detention basins, infiltration trenches, etc.
  - j. Details of all proposed water quality treatment control measures.
  - k. Location, size and identification of proposed landscaping/plant material.
  - l. Ensure consistency with Grading and Drainage Plan and Landscape Plan.
- Photographs of Site and Surroundings.
- Any other documents that may assist staff to answer the questions you want resolved through the preliminary review process.

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**E. REQUIRED PRELIMINARY REVIEW SUBMITTALS (continue)**

- 2. Complete Preliminary Review Application.** Applicants are required to complete this application to the best of their ability and to indicate any inapplicable items.
- 3. Plans.** Applicants are required to submit the following sets of preliminary site plans for each project concept that involves physical site development:
- Focused Review - Existing Single Family Property (planning only) - Two (2) sets)
  - Focused Review - all other uses (planning only) - Two (2) sets.
  - Enhanced Review (planning only) - Two (2) sets.
  - Comprehensive Review (multi-departmental) - Seven (7) full-size plan sets measuring 24-inches x 36-inches plus Two (2) legible black line plan set, reduced to 11-inches x 17-inches. Project Manager will contact applicant if additional copies are needed.

**Please include this table on the stormwater/grading plan.**

PERVIOUS AND IMPERVIOUS SURFACES COMPARISON TABLE			
		Project Phase Number: (N/A, 1, 2, 3, etc.)	
Total Site (acres):		Total Area of Site Disturbed (acres):	
Impervious Surfaces	Existing Condition of Site Area Disturbed (square feet)	Proposed Condition of Site Area Disturbed (square feet)	
		Replaced <sup>1</sup>	New <sup>2</sup>
Roof Area(s)			
Parking			
Sidewalks, Patios, Paths, etc			
Streets (public)			
Streets (private)			
<b>Total Impervious Surfaces:</b>			
Pervious Surfaces			
Landscaped Areas			
Pervious Paving			
Other Pervious Surfaces (green roof, etc.)			
<b>Total Pervious Surfaces:</b>			
		<b>Total Proposed Replaced + New Impervious Surfaces:</b>	
		<b>Total Proposed Replaced + New Pervious Surfaces:</b>	

**Regulated Project:** Any project that creates new and/or replaces (individually or collectively) 10,000 square feet or more of impervious surface area. Additional data verifying the percent replacement of impervious surface area may be requested for any Regulated Project that appears to be subject to Provisions C.3.b.ii.(1)(c) or C.3.b.ii.(1)(d) (commonly known as "the 50% Rule").

**Footnotes:**

- <sup>1</sup>**Proposed Replaced Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing impervious surface.
- <sup>2</sup>**Proposed New Impervious Surface:** All impervious surfaces added to any area of the site that was a previously existing pervious surface.

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