

When is a project required to meet LEED™?

The Pleasanton Municipal Code outlines all the parameters for green building within the City (Chapter 17.50). In general, all new commercial structures over 20,000 square feet and all civic projects are required to meet the minimal level of the LEED™ program. A covered project as defined by the Code must meet the minimum LEED™ level of **Certified**, (40-49 points).

What is involved in the review of the LEED™ scorecard?

The review process typically involves three primary elements:

- 1) The scorecard that is provided with a project submittal,
- 2) The projects plans, and
- 3) The supporting documentation needed to confirm points that are not able to be conveyed on the plans.

When is the LEED™ scorecard reviewed and by whom?

The project submittal will not be considered complete without the LEED™ scorecard being provided. The omission of the scorecard and supporting documentation at the initial submittal will add additional time to the review process.

When the scorecard is submitted with the initial project submittal, the scorecard, plans, and supporting documentation will be provided to the Green Building Compliance (GBC) Official for review and comment. The GBC Official will review the information and meet with the project planner to determine if there are areas of concern and/or potential options for the project. The project planner will then work with the applicant to convey requests for additional information, suggestions for alternatives, or project revisions.



Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

Or

stop in to see a planner:

**City Hall
200 Old Bernal Avenue
Monday* - Friday, 8:00 a.m. - 5:00 p.m.**

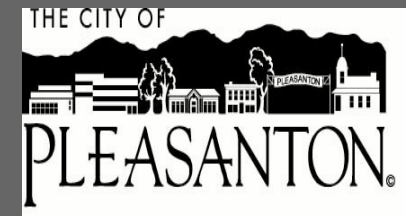
*Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.

Brochure prepared by the Planning Division

LEED™ in Pleasanton

What is LEED™?

LEED™ stands for Leadership in Energy and Environmental Design. LEED™ is a green building approach to building design developed by the USGBC (United States Green Building Council). The City of Pleasanton requires various types of projects to meet a minimum level of the LEED™ program.

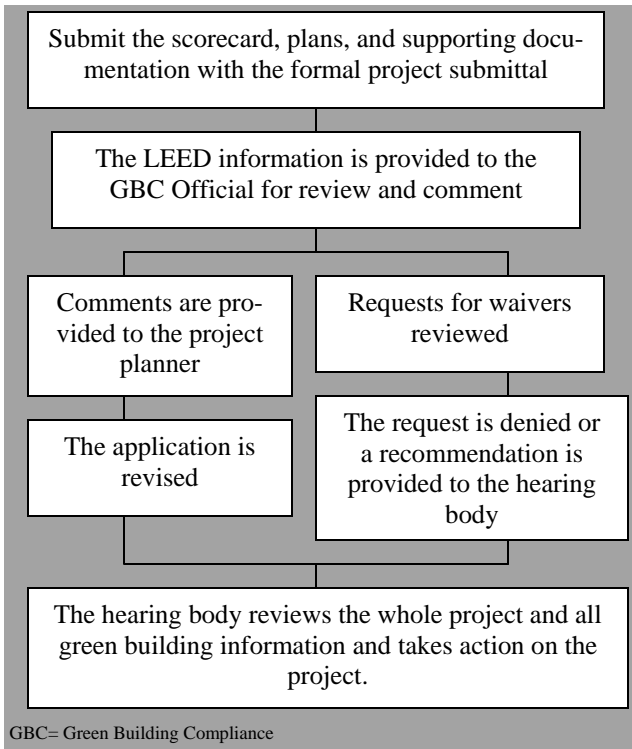


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Staff Analysis

When your application is submitted it will be assigned to a staff planner. Once a planner is assigned to the project, they will contact you to let you know that they will be managing your project. The project planner will provide the Green Building Compliance (GBC) Official with a copy of the LEED™ scorecard, the plans, and the supporting documentation for their review and comment. The LEED™ scorecard will be reviewed concurrently with the project planner's review of the project for conformance with City standards. The project planner will communicate with the applicant all green building comments and if any additional information is needed.

Project Review

The LEED™ requirement does not impact the established processing method for a project. If the project is required to receive a public hearing, the LEED™ measures will be discussed in the staff report and the hearing body will be able to review the provided documents.

If the project is approved, the building plans will need to contain detailed information and inspections of the green building measures will need to be setup.

Can the LEED™ requirement be waived?

The Municipal Code does provide the GBC Official with the ability to waive the project's requirement to build to the minimum LEED™ level. However, the project will still be required to submit a scorecard that identifies the measures that can be met. The GBC Official will review the scorecard and project for the appropriateness of waiving the requirement. A recommendation for a waiver will be provided to the hearing body for consideration with the overall project. The hearing body can choose to over rule the GBC Official's recommendation for a waiver and require that the project meet the minimal level. Please note that the City has not awarded such a waiver to date.

How long does the LEED™ review process take?



Normally, from the time the information is provided to the GBC Official for review, the information is reviewed within one week. The GBC Official will meet with the project planner shortly after completing their review and the project planner will incorporate the green building comments into the information request letter that is prepared*. The information request letter typically goes out within 30-days of the submittal of the project.

*These timelines are goals and a variety of factors can result in longer timelines.

What documents do I submit?

LEED™ Scorecard: The LEED™ scorecard can be obtained on the USGBC website. The City uses the most current version of the scorecard, which at this time is Version 2.2.

<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220#v2.2>

Project Plans: The project plans need to reflect the measures that are being specified/claimed on the scorecard. In some cases additional plan notes will satisfy meeting the claimed measure, in other cases details will need to be provided to verify the required components are being met to achieve the credit.

Supporting Documentation: Some measures are not easily illustrated on the plans, so technical data is need. For those situations, additional documentation will need to be provided for the GBC Official to verify that the required components are being met to achieve the credit.

Are there professionals to prepare the scorecard?

There are accredited professionals (LEED™ APs) that are trained in both the preparation of the scorecard as well as the management of the design and construction process. The City does not require the use of an accredited professional, but encourages it when an applicant is not familiar with the concepts or credit requirements.

LEED™ AP identifies building professionals with the knowledge and skills to successfully steward the integrated design and LEED™ certification process. LEED™ APs have demonstrated a thorough understanding of green building practices and principles and familiarity with LEED™ requirements, resources, and processes.

The retention of an accredited professional can be advantageous to a project in several ways:

1. **If an AP brought on board early in the design phase of a project, they can make the necessary adjustments and suggestions that can benefit the overall project's credit achievement.**
2. **The early involvement of an AP can also reduce the need for project revisions or adjustments at the end phase to achieve a LEED™ Certified level.**
3. **The AP can make the coordination of the design team and the construction team more instigated and thus reduce unnecessary construction delays.**
4. **Due to their knowledge of the required documentation, an AP can facilitate the submittal of the proper information with the initial project submittal, thus reducing time delays during the project processing phase.**
5. **An AP can also make suggestions for the project design that will improve return on energy conservation measures, resulting in lower operating expenses for the building owner/operator.**

Where can I find a LEED™ AP?

A directory of LEED™ APs is provided through the USGBC web page:

<http://www.usgbc.org/LEED/AP/ViewAll.aspx?CategoryID=1306&CMSPageID=1585>