

PRELIMINARY REVIEW PROCESS

The preliminary review process allows the applicant to get direction and initial determinations on complex projects, special circumstances, and/or ambiguous code/standard applications. The preliminary review process also allows the City to address concerns and provide suggestions at the earliest point in the design process for a project.

The preliminary review process is not a formal application, therefore there is no set findings or review criteria used. However, the process is based on the philosophy if questions and concerns are addressed before project plans are fully developed, the formal application could typically be processed faster and with less revisions being requested. All large-scale projects are encouraged to submit for a preliminary review early in the design schematic stage. Small-scale projects are encouraged to submit for a preliminary review if there are code application questions or special circumstances that could substantially impact the review process or project design.

Typical topics considered in the process include:

- What portions of the project conform to the Municipal Codes/City standards?
- What are the questions the applicant needs answered before the design/proposal can be finalized?
- Are there additional fees or special processing the applicant should be made aware of with the current proposal, i.e. traffic studies, peer review for design, CEQA compliance, et cetera?
- Is the plan compatible with developed properties in the vicinity and with the natural and topographic features of the site?
- Are adequate public safety measures incorporated into the design?
- In general, is the proposal supported by the Planning Division?

REVIEW PROCESS OVERVIEW

When your application is submitted it will be assigned to a staff planner. The information provided will be sent to the appropriate departments, divisions, and agencies for review against applicable standards and policies. The assigned staff planner will prepare and send the applicant a comment letter that outlines the comments received, suggestions for project revisions to address any concerns, provide staff's position on the proposal and an outline of the next steps to move forward in the development review process. Typically, from the time the application is received, the process is about four to five weeks for comments. There are no public hearings on preliminary review applications; however, as determined necessary by the Planning Manager, large-scale and/or more complex projects would potentially be taken to the Planning Commission as a workshop item for additional comments and direction.

SUBMITTAL REQUIREMENTS

Because a preliminary review can be requested for a vast assortment of project types at varying levels of detail and complexity, there is no preset list of submittal requirements. Below is a list of recommended submittal items that would allow staff to provide substantive and meaningful comments on a proposal. Not all items on the list are required for every preliminary review application. Additional items not listed below may be necessary for project sites with special conditions (e.g., projects located in an active seismic fault zone, with sensitive natural resources, or involving a historic resource). These items would be required with any formal application; however, applicants are encouraged to submit them with a preliminary review application if available. Please consult with planning staff prior to submittal. There are no application fees due with a preliminary review application.

- Application:** An Application for Development Review form can be obtained online at www.pleasantonpermits.com. The property owner signature or written letter of authorization is not required for a preliminary review application.
- Photographs:** Submit photographs of the existing site conditions and neighboring properties.
- Project Narrative:** the narrative needs to state in detail all elements of the project, including but not limited to the size/area of the project site, size and number of all proposed buildings, size and number of proposed dwelling units or amount of non-residential square footage, unique characteristics of the proposal, et cetera. Projects must provide specifications for each of the permitted and conditional uses desired for the development plan.
- Neighborhood Context:** Show project in the context to its surroundings by providing:
 - a. Streetscape elevations, photographs, and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees.
 - b. Photo-simulations from a bird's eye view and street-level view perspective showing existing neighborhood context. *(Not required with initial application submittal. The project planner will notify you when required prior to public hearing.)*
- Preliminary Title Report:** Provide two copies of a current (dated within six months of application date) preliminary title report for projects that involve the construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures. Provide all recorded easements and restrictions.
- Arborist Report and Tree Survey:** Provide two copies of the survey and arborist report. A survey of the existing trees on the site with a trunk diameter of six inches or greater, including size, species, and indication of which trees are to be removed, note all "heritage" trees, with accurate trunk and drip lines noted. The survey must be accompanied by a tree report prepared by a City-approved Arborist. A list of City-approved Arborists can be obtained on the City's webpage at: <http://www.cityofpleasantonca.gov/resident/trees.asp>. All trees need to be labeled by number and tagged on-site per ISA standards. More information can be found via the City's website under the Landscape Architect Division webpage.

□ **One digital copy in PDF format of the following plan types.:**

- a. **Site Plan:** An exhibit clearly showing the dimensions and location of all streets, on-street and off-street parking, buildings, and other structures and, where applicable, any bicycle paths and trails; should include lots, boundary lines, setbacks, easements, north arrow, written scale, and graphic (bar) scale; and all existing and proposed medians, median openings, adjoining driveways, and existing trees. The topographic information may also be provided on this sheet or as a separate sheet. For most projects the site plan and documentation of existing features should be based on a survey prepared by a licensed professional.
- b. **Project Data:** Every plan set must have a table identifying:
 - i. Square footage of impervious surfacing and percentage of impervious surfacing of the total lot size. Impervious surfacing includes building footprint(s), parking areas, streets and sidewalks, driveways, and other hardscape (such as sport courts).
 - ii. Square footage and percentage of the total lot size of building coverage (FAR), with areas used parking itemized separately.
 - iii. Existing and proposed zoning, APN, vehicular parking (number required and proposed) and bike parking spaces (number required and proposed).
 - iv. A calculation of the standard density and population density of the development for residential development.
- c. **Conceptual Floor Plans:** Conceptual floor plans with gross floor area of each floor and total floor area listed. Residential projects must show the location and types of dwelling units (all model types), use of spaces, and provide an indication of the number of bedrooms per unit. Also provide existing floor plans with demolition details/proposed changes (if applicable).
- d. **Building Study and Elevations Sketches:** Building study and elevations sketches to convey proposed architectural character and massing. Include elevations of all sides of the buildings. If any existing buildings are to remain, provide elevations of all sides of the existing buildings.
- e. **Parking Layout and Circulation:** Provide a fully dimensioned parking plan and required number of vehicular and bicycle parking spaces, including a calculation of required and/or proposed parking ratios. Include accessible parking and loading areas, main points of entry and exit traffic flow, and a vehicular and pedestrian circulation plan. This information may be included on the site plan in-lieu of a separate plan sheet.
- f. **Conceptual Landscape Plan:** A conceptual plan of the project's existing and proposed landscaping. Include the location and species (botanical and common names) of all proposed trees, shrubs, and groundcover. Plans should clearly indicate all existing trees and vegetation to be preserved and/or removed, including trunk diameter and species, and be keyed to an arborist report if provided.
 - i. Please be advised, new construction projects with a total landscape area greater than 500 square feet or rehabilitations of existing landscape with a total landscape area greater than 2,500 square will need to comply with the City's Water Efficient Landscape Ordinance (WELo) and Bay Friendly Basics Landscape Checklist. More information can be obtained on the City's webpage at:
<http://www.cityofpleasantonca.gov/resident/trees.asp>

- g. Conceptual Grading and Drainage Plan: A plan showing the existing and proposed grades from existing City benchmark, and the depths of all cuts and fills; estimated cut and fill quantities and whether the site will balance; drainage information; any retaining wall information (including height and materials), building pad elevations and finished floor elevations. Contour lines should be carried a minimum of 50-feet beyond the project boundaries on both the grading plan and the topographic map. Grading cross-sections may be needed for certain projects (e.g., hillside development).
- h. Conceptual Utility Plan: Show underground utilities (sewer, gas, electric, water); location of backflow preventers, aboveground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc.; overhead utilities, location of existing joint poles. Plans should indicate any utilities to be removed and/or services placed underground.